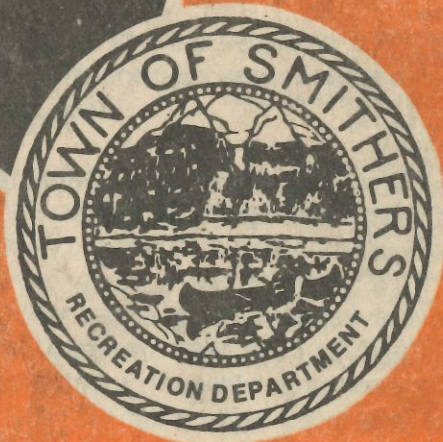


SMITHERS



**NORTHWEST
COMMUNITY
COLLEGE**

**SMITHERS
RECREATION DEPARTMENT**
Pages 48 - 53

1986 FALL PROGRAMS

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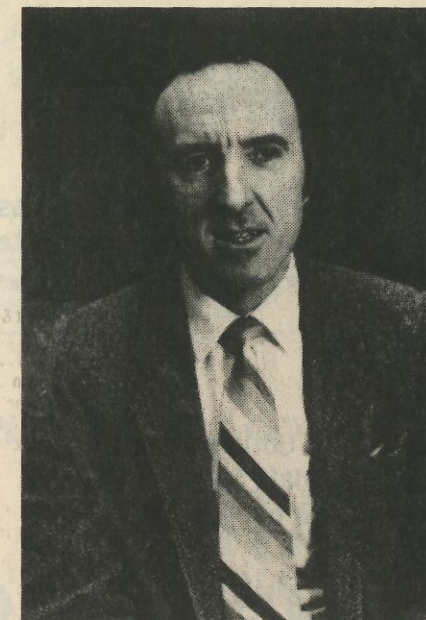
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PRESIDENT'S MESSAGE

Once again we are pleased to present the details of our course offerings. This brochure supplements the main College Calendar, and we urge you to consult that publication too.

The College continues to expand programs to meet the needs of you the people in our region. During the past year programming increased by about 5% over the previous year. Indications are that we will experience a similar increase during the current year.

It is important to note, though, that we are constantly striving to meet emerging needs, and that we are not just continuing - albeit with improvements - current offerings. This past year for example, has seen implementation of major new training programs in aquaculture, forest management, and nursing; business education has also been given a major boost with the inauguration of our Mobile Computer Centre that will allow us to give expanded business training throughout the region. And, as you have probably heard, we have been putting much effort into developing our teleconferencing ability - at first this will enable us to expand our academic programs; later we will be using this capability to make other programs more accessible.

In this latter regard, we would like you to know that we are continuing to take more of our courses to the people of the region, where they live and work. Ten years ago, when the institution was a Vocational School, nothing was done outside Terrace; now, almost half the programming we do is in communities outside Terrace. In accordance with one of the most important aspects of our College philosophy, we will continue to expand our services across the region--but, we need your participation in what we presently do, and we need your considered advice as to what we should be doing in the future.

This is your College -- help us to help you.

D. V. George
D. V. George,
President

REGISTRATION

Full-time Programs -On a Continuous Basis as Space Available
Part-time Programs -Starting Tuesday, September 2, 1986

You may register:

IN PERSON

At the College Centre
1070 Main Street
(Corner of Main and Alfred)

OFFICE HOURS

Days - 8:30 a.m. to 4:15 p.m.
Monday to Friday

Evenings - 7:00 p.m. to 9:00 p.m.
Monday to Thursday

TELEPHONE

847-4461

BY MAIL

A registration form is attached
**Mail-in Registration will only
be accepted after Giant
Registration Day.**

MAIL-IN REGISTRATION FORM

**NOTE - PLEASE CONFIRM BY PHONE AVAILABILITY OF SPACE IN COURSES BEFORE
MAILING FEES.**

Mail-in registrations will only be accepted **after** Giant Registration Day

NAME _____ PHONE (HOME) _____

ADDRESS _____ (WORK) _____

1) _____ (course) FEE: _____

2) _____ (course) FEE: _____

TOTAL: \$ _____ Cheque or money order is payable to: Northwest Community
College, Box 3606, Smithers, B.C. V0J 2N0. **Please no cash.**

Signature: _____ Date: _____



NORTHWEST COMMUNITY COLLEGE

GIANT REGISTRATION DAY

**SATURDAY, SEPTEMBER 6
9:00 a.m. to 1:00 p.m.**

**AT THE SMITHERS
SENIOR SECONDARY SCHOOL**

If you want to make sure there's a place for you
in the course of your choice, come in and pre-pay
during our Giant Registration Day

**FIRST COME — FIRST SERVED
PRE-PAID, IN-PERSON REGISTRATIONS ONLY**

S-5

OUR STAFF

Regional Director

Smithers/Houston

Eileen Klassen

Program Co-ordinator

Houston

Tanya Widmark

Secretarial Staff

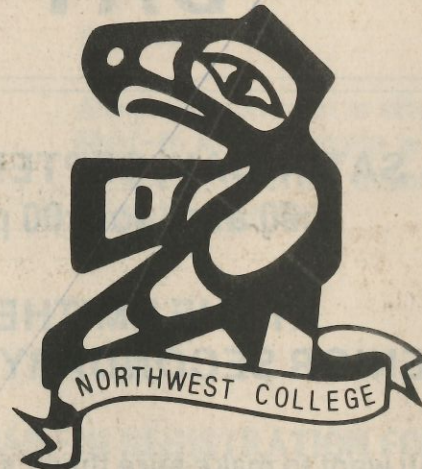
SMITHERS

HOUSTON

Jean Morris

Annette Rowan

Charlotte Gorley



A THANK YOU.....

To School District No. 54 for its co-operation and extensive use of school facilities that make the wide variety and number of courses possible for Smithers, Houston and surrounding communities.

LEARNING ... IT LASTS A LIFETIME

IMPORTANT INFORMATION

CLASS LIMITS

Most designated courses can only take a limited number of people. Your place in these courses will ONLY be held by pre-registration and payment of the fee by the pre-registration date. If you are registering by mail, confirm availability of space in courses with class limits, BEFORE mailing in registration fee. **NO REFUND WILL BE MADE AFTER THE PRE-REGISTRATION DATE.**

FEES

Tuition varies with each course and must be paid in full at the time of registration. You are encouraged to prepay for the course you wish to take. Courses with "class limits" must be pre-paid to ensure your place. All course fees must be paid no later than the second class. Students are required to present registration receipts to the instructor by this time. Credit will not be given for courses in which a student is not officially registered. Payment for courses, textbooks or other materials may be made by cash or cheque.

FEES FOR SENIOR CITIZENS

Senior citizens (aged 65 and over) and registered disabled persons are eligible for tuition-free enrolment in most Northwest College courses on a stand-by basis, provided that space is still available within 24 hours of the commencement of the course. This exemption will not apply to Security or Tool Deposits or to any charges for materials, books and supplies that are levied against other students in the course.

SPONSORED STUDENTS

Students whose fees will be paid by sponsoring agencies are required to present a letter to this effect from the agency concerned when registering.

INCOME TAX

Receipts totalling over \$100.00 are income tax deductible, so keep your receipts.

HOLIDAYS

Classes are not normally held on Statutory Holidays or when schools are closed.

PLEASE READ!

This is Northwest Community College

1986-87 Board Members Appointed by the Lieutenant-Governor in Council

Ernie Hill, Sr.
Prince Rupert

Judy Jephson
Terrace

Armand Robitaille
Kitimat

Marjorie Spisak
Nass Camp

W. Hutchison
Terrace

Joanne Monaghan
Kitimat

William J. Smith
Prince Rupert

Duane Gould
Sandspit

Statement of Philosophy

General Responsibility

Northwest Community College assumes general responsibility for all the valid educational and training services that are beyond the responsibility of the School Districts that exist in the College region.

Decentralization

Northwest Community College is committed, wherever it is financially and physically feasible, to decentralize educational and training services so that the opportunities are equitably shared by residents of the region. The College believes that access to these services can be facilitated where appropriate by utilization of modern technological developments in education.

Provincial Responsibility

Northwest Community College's primary concern is with serving the needs of residents in its region. However, the College recognizes that, as part of the provincial educational system, it has a responsibility wherever possible to serve special needs of residents outside the College region.

Assessment of Needs

Northwest Community College recognizes its mandate to provide for educational and training needs of all people in the College region by striving to facilitate access to the appropriate educational and training programs and services. To this end, the College actively seeks input from all segments of the community; it is especially responsive to recommendations made by advisory committees established by the College.

Relationships with other Organizations

When deemed appropriate, Northwest Community College co-operates with other educational and training organizations, both within and outside the region, in order that the best services possible might be provided.

Presentation of Services

Northwest Community College strives for excellence in all the services it provides. It is committed to development of delivery systems that provide educational and training services for the people where they live and work. When considering the delivery systems to be used, the College is concerned not only with cost effectiveness but also with the quality of instruction.

Community Education

Northwest Community College recognizes its responsibility to aid in the development of citizens who can participate fully and effectively in society in general and in their individual communities.

Governance of College

The governance and operation of Northwest Community College reflects the legitimate concerns of all elements within the College and in all the communities it serves.

Accountability

Northwest Community College recognizes that it is a public institution utilizing public money for its operation, and that therefore it must be accountable to the public in everything it does. To this end, the operations of the College are open to public scrutiny. The College recognizes its responsibility to ensure that proper evaluation takes place in everything it does and that self-renewal is an ongoing obligation.

TELECONFERENCE COURSES



1986-87

Northwest Community College

BRINGING ACADEMIC COURSES TO YOUR COMMUNITY



Teleconferencing makes it possible for students in the Northwest to "get together" with each other and their instructor without leaving their communities.

Sophisticated "bridging" equipment in Terrace is linked to teleconference convenors (loudspeaker units and microphones) at regional centres. This bridging of a series of telephone lines allows everyone to communicate with each other.

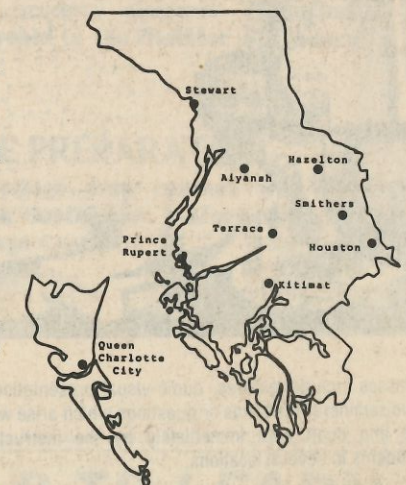
REGISTRATION

All courses run for 15 weeks. Starting dates are September 2, 1986, and January 5, 1987. Registration forms are available throughout the year at all College offices.

Tuition is \$66 per course plus cost of textbooks.

More information is available from the Programs Division office at NWCC in Terrace or at the following NWCC offices:

PRINCE RUPERT 820 W. 34th Avenue Prince Rupert, B.C. V8J 3S1 Telephone 624-6054	TERRACE 5331 McConnell Avenue P.O. Box 726 Terrace, B.C. V8G 4C2 Telephone 635-6511	KITIMAT 606 Mountainview Square Kitimat, B.C. V8C 2N2 Telephone 632-4766	HOUSTON 3441 - 10th Street P.O. Box 1277 Houston, B.C. Telephone 845-7266 Telephone 845-7266
UPPER SKEENA P.O. Box 338 Hazelton, B.C. V0J 1Y0 Telephone 842-5291	QUEEN CHARLOTTE ISLANDS c/o School District No. 50 P.O. Box 69 Queen Charlotte City, B.C. V0T 1S0 Telephone 559-8471	NISHGA General Delivery c/o School District No. 92 New Aiyansh, B.C. V0J 1A0 Telephone 633-2228	SMITHERS P.O. Box 3606 1070 Main Street Smithers, B.C. V0J 2N0 Telephone 847-4461



TELECONFERENCE

Academic Programs

STARTING SEPTEMBER 2, 1986:

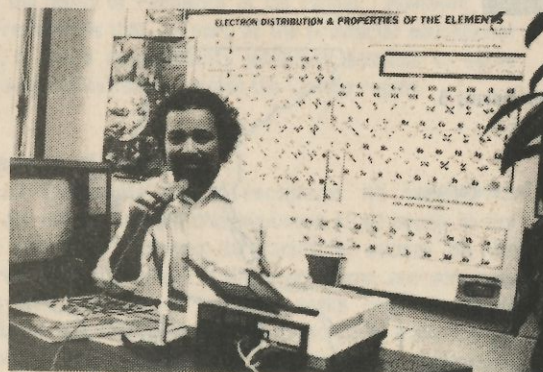
ECONOMICS 202 (Wed., 7-10 p.m.)
(Principles, Structures and Policies I)
An analysis of economic activities, institutions and theories. It will focus on the production and distribution of wealth, the big corporation, the Third World, and the role played by governments on the federal and provincial levels; it will offer a detailed critique of monetary, fiscal and investment policies.
INSTRUCTOR: Dr. Peter Weber

ENGLISH 101 (Tues., Thurs., 10:30 a.m.-12 noon)
(Literature and Composition I)
Reading and discussion of modern fiction, non-fiction and poetry. Written assignments will be based on personal experience, local history and responses to the literature read. The instructor will give help where needed on grammar, punctuation, etc.
INSTRUCTOR: George Stanley

PSYCHOLOGY 101 (Mon., 7-10 p.m.)
An exciting first-year survey course, this term investigates major findings in the areas of lifespan development, the nervous system, perception, learning and memory.
INSTRUCTOR: Larry Dickerson

SOCIOLOGY 101 (Thurs., 7-10 p.m.)
Sociology encourages the understanding of ourselves, communities and the human world. An examination of the structure of society through the major topics in the discipline of sociology: culture, socialization, primary groups, status and role, and association.
INSTRUCTOR: Shannon Mark

EARLY CHILDHOOD EDUCATION (Tues., 7-9:30 p.m.)
(3 Saturdays)
(Infant Development and Growth)
The student will learn the process of child development in typical and atypical children from conception to age five.
INSTRUCTOR: Larisa Tarwick



Classes include lectures, audio-visual presentation and interactive seminars. Problems or questions which arise will be discussed and dealt with immediately by the instructor and other students in several locations.



In addition to a full range of programs in Terrace, Northwest Community College now offers five academic courses by teleconferencing. Students in the Northwest share benefits of group interaction through a sophisticated "party line" that simultaneously links them with their instructor and each other.

Two traditional correspondence courses are also available:
ENGLISH 101/102 and **PSYCHOLOGY 101/102**.

STARTING JANUARY 5, 1987:

ECONOMICS 201 (Wed., 7-10 p.m.)
A continuation of Economics 202. This course will continue to deal with current structural and regional problems of the Canadian economy, with specific aspects of private and public sector policies. It will also include a thorough presentation of traditional micro-economic theories and an analysis of the socio-political implications of the welfare state.

ENGLISH 102 (Tues., Thurs., 10:30 a.m.-12 noon)
A continuation of English 101. Reading and discussion of modern fiction and drama. Written assignments will be based on responses to the literature read and on subjects of general significance.

PSYCHOLOGY 102 (Mon., 7-10 p.m.)
A continuation of Psychology 101, this course surveys fascinating research in the areas of thinking, motivation, personality, intelligence, psychological disorders and therapies, stress and health, and social influences on behaviour.

SOCIOLOGY 102 (Thurs., 7-10 p.m.)
An examination of the major institutions of society and some of the major trends of modern society. Religion, law, education, politics, urbanization, industrialization and social movements will form the basis of the course.

EARLY CHILDHOOD EDUCATION (Tues., 7-9 p.m.)
(Working with Families)
The student will develop skills in working with families, utilizing the team approach. Students will learn to co-ordinate home and program goals for typical and atypical children in child-care settings.

ADULT BASIC EDUCATION

Northwest Community College offers a variety of programs designed to upgrade adult learners. Our courses make it possible for adults to achieve their personal goals, whatever they may be - learning to read and write, entry into trades, business or academic programs, general upgrading or high school certification. Students can enroll anytime as space permits and attend on a full or part-time basis.

Sponsorship: Limited Canada Employment Centre assistance is available. Contact the Smithers Office. Bursaries and grants (ABESAP) are also available. Ask for details at the College Centre.

Shift Workers: May alternate between day and evening Upgrading classes to suit work schedules.

Requirements for Admission to Upgrading: Applicants must have been away from the public school system (high school) for at least one year. They must be capable of concentrated independent study. Admission is subject to additional criteria. Details are available at the College Centre. Preference is given to adult learners.

ADULT BASIC EDUCATION

Would you like to improve your Math, English or Science? Would you like a specialized course in reading, spelling or report writing? Would you like to gain entrance to trade or vocational training? If your answer is yes to any of these questions, then this is the course for you. Students begin at their own level and work at their own speed. The instructor will design a program with each student to suit individual needs. Certificates are awarded for successful completion of the program. You may enrol at any time as space permits and work at your own speed.

DAY PROGRAM

DATES: Mon. to Fri. starting Sept. 2
TIME: 9:00 a.m. - 4:00 p.m.
PLACE: College Centre, Room 4
FEE: \$67.00 per month for Full-time
\$34.00 per month for Part-time
INSTRUCTOR: Alec Deas

EVENING PROGRAM

DATES: Tues. & Thurs.
Sept. 30 - Dec. 4
TIME: 7:00 - 10:00 p.m.
PLACE: College Centre, Room 4
FEE: \$36.00 per semester
INSTRUCTOR: Jo Stuckenberg

GENERAL EDUCATION DEVELOPMENT (G.E.D.)

For adults who did not complete secondary school and wish to acquire a Ministry of Education Grade 12 Equivalency Certificate under the General Education Development Program. Adults are required to pass five tests: English Literature, English Grammar, Science, Social Studies and Mathematics. A GED testing session will be held in Smithers. These classes will help you to prepare for the tests. You may enrol in the Day or Evening upgrading courses at anytime as space permits.

GENERAL EDUCATION DEVELOPMENT (G.E.D.) EXAMINATIONS

Testing will be held at the Smithers College Centre December 12 & 13, 1986. Applications must be made by November 12, 1986, and are available at the College Centre. Basic requirements are that you must be at least 19 years of age, out of school (high school) for at least one full academic year, and satisfy residency standards. Examination fee: \$10.50 payable to the Minister of Finance

COLLEGE PREPARATION

Selected college prep courses will be available beginning in September. Information is available at the College Centre.

YOU'RE NEVER TOO OLD TO LEARN

ADULT BASIC EDUCATION STUDENT ASSISTANCE PLAN

WHAT IS ABESAP?

ABESAP is a provincially sponsored program which provides for direct educational costs to students enrolled in programs such as:

- Basic Literacy
- Academic Upgrading
- Pre-Vocational
- English Language Training
- Adult Basic Education

The purpose of ABESAP is to ensure that residents of British Columbia are not prevented from embarking on an educational/career pattern or realizing basic employment skills due to financial limitations.

WHO MAY APPLY?

Any person who is:
-A British Columbia Resident
-Enrolled at a participating secondary/post-secondary institution, in a recognized Adult Basic Education program.

WHERE TO APPLY?

Applications will be accepted on the recommendation of your instructor. Any person who is not receiving financial assistance for educational expenses from any other source may apply for the program by contacting the College Centre and filling out the application form.

FURTHER INFORMATION

For further information concerning the Adult Basic Education Student Assistance Program, please contact the College, or Student Services Branch, 835 Humboldt Street, Victoria, B.C., 367-5834.



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847-4640

Vocational - Career Technical

Business Careers Programs -Full-time or Part-time

Northwest Community College Careers programs are designed to prepare students for direct employment upon successful completion.

Requirements for Admission:

Grade 12 or G.E.D. preferred. Grade 10 is minimum (upgrading Level III) in most programs. **NOTE: Business experience may be accepted in lieu of formal schooling.**

Admission from Secondary School:

A minimum "B" average (73 - 85%) in secondary school course is required. Equivalent courses are:

Secondary School Course	Northwest Community College
Accounting 12 -----	Accounting 101
Consumer Math 11 & Machine	
Calculation 12-----	Business Machines 101
Office Procedures 12-----	Typing 101
Shorthand 12-----	Shorthand 101/102
Business Communication 12-----	Business English 103/104

How to Apply:

Prospective students may obtain application forms at the Campus Office.

Starting Dates:

Sept. 2, and the first Monday of each month on a continuous basis as space is available to June 1987.

Fees:

Full-time \$268.00 per semester (4 months) or \$67.00 per month (plus workbooks and textbook deposits).

Instructors:

Terrie McCreary, Diploma in Tech. (NAIT)
Bev Davidson, B.Comm. (UBC)

Assistant Instructor:

Hilda Capak, Teacher Certificate (Teachers' College, Montreal)

Financial Aid:

Limited Canada Employment Centre sponsorship may be available. Contact local office. Other bursaries available. Ask when applying at the College Centre.

BUSINESS CAREERS - PRE-EMPLOYMENT PROGRAMS

For detailed course description, see Page S 15/16.

Program 1	Typist
4 - 5 months	
Typing	TYPG 101, 102 (50NWPM)
Business English	BENG 102, 103, 104
Office Practice	OFPR 101
Dictatyping	DICT 101, 102 or 103
Business Computing	BCPT 101, 102

Program 2	Clerk-Typist
4 - 6 months	
Typing	TYPG 101, 102 (50 NWPM)
Business English	BENG 102, 103, 104, 105
Office Practice	OFPR 101
Dictatyping	DICT 101, 102 or 103
Business Machines	BUSM 101
Business Computing	BCPT 101, 102

Program 3	Clerk-Bookkeeper
4 - 6 months	
Typing	TYPG 101 (30NWPM)
Accounting	ACCT 101, 102
Business Machines	BUSM 101
Office Practice	OFPR 101
Business English	BENG 102, 103, 104, 105
Dictatyping	DICT 101
Business Computing	BCPT 101, 102

Program 4	Administrative Secretary
8 - 12 months	
Typing	TYPG 101, 102, 103 (55 NWPM & over)
Dictatyping	DICT 101, 102
Business Machines	BUSM 101
Office Practice	OFPR 101
Business English	BENG 102, 103, 104, 105

Accounting	ACCT 101, 102
Business Law or Canadian Law	BLAW 150, 151 MGTM 151, 250
Business Computing	BCPT 101, 102
Word Processing	Program 7E
*Prospective students must have minimum Grade 12 for this program.	

Program 5	Accounting
8 - 12 months	
Typing	TYPG 101
Accounting	ACCT 101, 102, 150, 151
Business Machines	BUSM 101
Office Practice	OFPR 101
Business English	BENG 102, 103, 104, 105

Dictatyping	DICT 101
Economics	ECON 150, 151
Business Law*	BLAW 150, 151
Data Processing	BCPT 150
Business Computing	BCPT 101, 102, 103
*Prospective students must have minimum Grade 12 for this program.	

Program 6 Industrial Records & First Aid

5 months	
Accounting	ACCT 101, 102
Payroll/Timekeeping	ACCT 103
Business Machines	BUSM 101
English Communications	BENG 101
Spelling & Vocabulary	BENG 102
Office Practice	OFPR 101
Typing	TYPG 101 (30 NWPM)
First Aid	FAID 101 (Available through Part- time program)
Business Computing	BCPT 102

Medical Examination: All trainees must fully meet Workers' Compensation Board medical requirements. The medical MUST be completed by the Trainee's physician, at his/her own expense, and presented to the College at the time of registration. This form is available from the College, the nearest WCB office, or from the WCB at 10551 Shelbridge Way, Richmond, B.C. (phone 273-3878).

Age: To qualify for the Workers' Compensation Board examination, students must be 19 by the end of the program.



Business Careers - Advanced Options & Upgrading

Advanced Options & Upgrading Courses

For course description, see Page S 15/16.

Program 7A	Accounting Option
4 - 6 months	
Computer Accounting	BCPT 103
Accounting Principles	ACCT 150, 151
Economics	ECON 150, 151
Business Law	BLAW 150, 151
Data Processing	BCPT 150
*Requirements for Admission: Completion of Program 3.	

Program 7B	Secretarial Option
4 - 6 months	
Business Law or Canadian Law	BLAW 150, 151 MGMT 151, 250
Typing	TYPG 102, 103 (55 NWPM & over)
Accounting	ACCT 101, 102
Word Processing	Program 7E
*Requirements for Admission: Completion of Program 2.	

Program 7E	Word Processing
Up to 5 months	
Basic Dos Procedures	WPRO 100
Word Processing Concepts	WPRO 101
Electronic Typewriters	WPRO 102
8 credits from the following:	
Easywriter 11	WPRO 103 (2 credits)
Wordstar	WPRO 104 (3 credits)
Transcription Specialist	WPRO 105
Computer Timed Writings	WPRO 106
Multimate	WPRO 107 (3 credits)
Volkswriter Deluxe	WPRO 108 (2 credits)

Office Management Program (Diploma in Office Management)

Requirements for Admission: Accurate Typing skills and 50 NWPM or completion of Program 2 or 3 plus 50 NWPM. Grade 12 graduation or equivalent (GED or BTSD Level IV) is normally required. However, Grade 10 BTSD Level III and work experience in related business areas may be acceptable with the permission of the Program Co-ordinator.

Length of Program: 20 months

Program of Studies

Level One
From the Business Careers Curriculum, 40 credits
Typing 101, 102
Business English 102, 103, 104, 105
Office Procedures 101
Accounting 101, 102
Business Machines/Math 101
Business Computers 101, 102, 103
Word Processing 101, 102, 103, 104, 105, 106

Level Two
From the Business Administration Curriculum, 33 credits
Management 150 (Management Theory)
Management 151 (Canadian Business I)
Law 150, 151 (Canadian Commercial Law)
Accounting 150, 151 (Introductory Financial Accounting)
Management 250 (Canadian Business II)
Management 252 (Credit & Collections)
Plus 9 optional credits

NOTE: Normally students will have completed level one of this program before starting on level two. Students who are incomplete on level one must have permission from the Co-ordinator of Business Education to start level two.

HAVE YOU PRE-REGISTERED?

BUSINESS CAREERS PRE-EMPLOYMENT COURSES PART-TIME DAY

All these courses are components of full-time Business Careers Pre-employment Program. Successfully completed, they carry credit toward College Business Certificates.

Admission Requirements:

Grade 12 or G.E.D. preferred. Grade 10 is minimum (up-grading Level III) in most programs. **NOTE: Business experience may be accepted in lieu of formal schooling.**

Starting Dates:

Part-time students will be accepted October 1, 1986, on a continuous basis as space is available to June, 1987.

Instructors:

Terrie McCreary, Diploma in Tech. (NAIT)
Bev Davidson, B. Comm. (UBC)

Assistant Instructor:

Hilda Capak, Teacher Certificate (Teachers' College, Montreal)

Fees:

\$67.00 per month plus texts.

Part-time Day Courses

Accounting 101 (1.5 credits)

The framework of accounting. Financial statement introduction and journals.

Accounting 102 (1.5 credits - 3 credits 101/2)

Introduction to systems, procedures and specialized journals. Three accounting projects.

Accounting 103 (2.5 credits)

Payroll and timekeeping procedures. Federal and provincial law as related to the payment of wages.

Accounting 150 (3 credits)

Concerned with basic methodology and logic; recording transactions and maintaining books of account for service and merchandising concerns; preparation and interpretation of financial statements; recording, reconciling and valuation of cash, accounts receivable, inventory and plant and equipment. Preparation of payroll records.

Accounting 151 (3 credits)

Concerned with interpretation of income measurement and valuation problems with regard to sources and uses of invested capital. Preparation of financial statements for the various types of business operations, and introduction to financial reporting analysis and interpretation for management purposes. Preparation and setting up of cash budget and flexible budget.

Business Computing 101 (1 credit)

Filing systems and records management. Various methods of filing and several kinds of systems are studied. Computer systems introduced.

Business Computing 102 (1.5 credit)

Introduction to Data Processing. The development of computers. Introduction to programming language. Input and output devices. Storage of data. Use of several computer software packages.

Business Computing 103 (3 credit)

A hands-on computer applications course for accounting students.

Prerequisite: ACCT 102 or equivalent.

Business Computing 150 (3 credit)

This course will provide students with sufficient knowledge of data processing, computers and management information systems to prepare them for a successful working relationship with such systems in their future careers. Specific topics include: principles of data processing, programming in the BASIC language, survey of hardware and software, survey of applications of modern computerized information systems in organizations.

Business English 101 (2.5 credits)

A review of the structure of the English language. Grammar, sentences, form and style, reporting and evaluating, understanding interpersonal relationships.

Business English 102 (1.5 credits)

Spelling and vocabulary building and word usage.

Business English 103 (1.5 credits)

The framework of English language in more depth than in BEN 101. Parts of speech, the sentence, punctuation, capitalization and figures.

Business English 104 (1 credit)

Business communications, letters, memos, minutes, resumes, job interviews, enunciation and pronunciation.

Business English 105 (1.5 credits)

This course is designed to give the student the skills which are required in a business office where employees are expected to edit correspondence for good English usage. The course is a self-paced package which emphasizes evaluating the student's knowledge of proofreading techniques and giving the student practical editing assignments which contain errors of the kinds commonly found in business correspondence.

Business Law 150 and 151 (3 credits each)

The student will acquire an understanding of law as it applies to the business community. As an employer or employee, he/she will be able to recognize legal pitfalls and will have the tools to deal with them.

Business Machines 101 (2.5 credits)

The operation of desk calculators and the application of basic math in decimals, fractions and percentages. Proficiency in the operation of the machines is required.

Dictatyping 101 (.5 credit)

The operation of dictating and transcribing machines. Twelve letters.

Dictatyping 102 (2 credits)

A programmed course in taped dictation. Seventy letters.

Economics 150 and 151 (3 credits each)

Career oriented courses emphasizing the practical approach to the study of the market system and pricing in the first half of the course, with attention focused on aggregate concepts in economics in the second half. Topics covered will be the price system, consumer behaviour and demand, market structures, money and banking, national income, fiscal policy, monetary policy, international trade and public policy.

Office Practice 101 (1.5 credits)

A general course in office procedures. Includes forms of business letters, postal and telephone information, transportation methods, banking services, purchasing and sales procedures.

Office Practice 102 (1.5 credits)

A general course in record keeping. Includes personal and business record keeping and introductory bookkeeping.

Typing 101 (2.5 credits)

Basic typing skills, keyboard and parts of the typewriter. Introductory production typing. Speed to 30 NWPM.

Typing 102 (2.5 credits)

Advanced typing skills. More intensive production. Business forms, tabulations, manuscripts. Speeds to 50 NWPM.

Typing 103 (2.5 credits)

Rough draft typing. Concentrates on typing techniques and English skills for typing from rough copy. Speeds over 50 NWPM.

Word Processing 101 (3 credits)

Introduction to word processing concepts.

Word Processing 102 (2 credits)

Electronic typewriters.

Word Processing 103 (2 credits)

Easy Writer 11 Word Processor.

Word Processing 104 (3 credits)

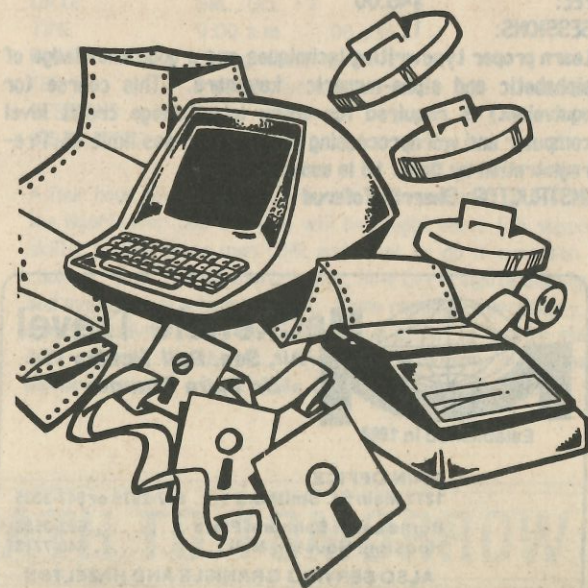
Wordstar Word Processor.

Word Processing 105 (4 credits)

The transcription specialist.

Word Processing 106 (3 credits)

Advanced word processing applications.

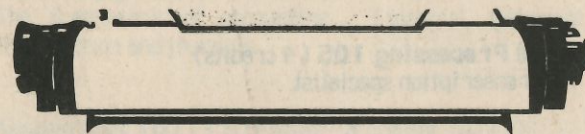


BUSINESS CAREERS/EVENING

ACCOUNTING 101/102 **EVEN**
DATE: Mon. & Wed., Sept. 22 - Dec. 1
TIME: 7:00 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Office Practice Rm. & Rm. 3
FEE: \$95.00 plus text
SESSIONS: 20

Accounting 101
 An introductory course into the fundamentals of bookkeeping. Routine profit and loss, balance sheets and payroll calculation are included. Home assignments require 5 to 7 hours weekly. Completion of this course carries credit toward a Northwest Community College Business Certificate. **Class limit 16. Pre-registration by Sept. 15 is essential.**
INSTRUCTOR: Julie Naismith

Accounting 102
 An advanced course dealing with cash receipts, cash payments, banking, inventory and the full accounting cycle. Home assignments require 5 to 7 hours weekly. Completion of this course carries credit toward a Northwest Community College Business Certificate. **Prerequisite:** Accounting 101 or permission of the instructor. **Class limit 16. Pre-registration by Sept. 15 is essential.**



TYPING/KEYBOARD BASICS (BEG.) **EVEN**
DATE: Mon. & Thurs., Sept. 22 - Nov. 3
TIME: 7:00 - 9:00 p.m.
PLACE: College Centre, Rm. 3
FEE: \$45.00
SESSIONS: 12

Learn proper typewriting techniques and a good knowledge of alphabetic and alpha-numeric keyboard. This course (or equivalent) is required for entry into College credit level computer and wordprocessing programs. **Class limit 16. Pre-registration by Sept. 15 is essential.**
INSTRUCTOR: Sherrill Tofsrud



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COMPUTER COURSES

BUSINESS COMPUTING 102 **EVEN/DAY**
DATE: Tues., Thurs. & 4 Sat.
 Sept. 23 - Dec. 9
TIME: Tues. & Thurs. 7:00 - 10:00 p.m.
 Sat. 8:30 a.m. - 4:30 p.m.
PLACE: College Centre, Computer Lab
FEE: \$120.00
SESSIONS: 20

On completion of this course, students will be familiar with the data processing concepts required of a data entry clerk, feel comfortable at a computer keyboard entry terminal and have some experience in the use of applications software such as VISICALC, WORD PROCESSOR, DATA MANAGEMENT and GENERAL ACCOUNTING programs. A detailed course outline is available at the College Centre. Class will be divided into two lab groups attending on alternate dates after the first two weeks. **This course, successfully completed, is 1.5 credits toward Business Careers Training Program. Class limit 10. Pre-registration by Sept. 16 is essential. Prerequisite:** Typing keyboard and/or Basic Bookkeeping knowledge if concentrating on General Accounting application.
INSTRUCTOR: Ken Foster

WORD PROCESSING 103 **EVEN/DAY**
DATE: Mon., Wed. & 4 Sat.
 Oct. 20 - Nov. 26
TIME: Mon. & Wed. 7:00 - 10:00 p.m.
 Sat. 8:30 a.m. - 4:30 p.m.
PLACE: College Centre, Computer Lab
FEE: \$110.00

Learn the basic elements of Easywriter II Word Processing and upgrade your skills. Course includes creating documents, manipulating texts, page format and job simulation. Class will be divided into two lab groups, attending on alternate dates, after the first two weeks. **Successfully completed, this course carries 2 credits toward Business Careers Training program. Prerequisite:** Beginner typing course. **Class limit 8. Pre-registration by Oct. 13 is essential.**
INSTRUCTOR: Fran Morris

INTRODUCTION TO PERSONAL COMPUTING
 Take a TRS-80 Colour Computer home with you for six weeks and learn computer programming in BASIC. The complete package includes:- Print package of course materials
 - Radio Shack Colour Computer
 This course provides "hands-on" introduction to computer programming. The Colour Computer connects to your home television. You will need a portable cassette tape recorder to save your programs. Available Sept. 2, 1986. Completion Date: Computers are loaned out for precisely six weeks. **Fee: \$40.00 including course materials, plus \$50.00 refundable deposit on the computer.**

First Aid & C.P.R. Courses

INDUSTRIAL FIRST AID #1 **DAY/EVEN.**
DATE: Tues., Thurs. & Sat.
 Sept. 30 - Nov. 1
TIME: Tues. & Thurs. 7:00 - 10:00 p.m.
 Sat. 8:30 a.m. - 3:30 p.m.
PLACE: Free Spirit Ventures Trade School
FEE: \$290.00
SESSIONS: 15

INDUSTRIAL FIRST AID #2 **DAY**
DATE: Mon. to Fri., Oct. 27 - Nov. 7
TIME: 8:30 a.m. - 3:30 p.m.
PLACE: Free Spirit Ventures Trade School
FEE: \$290.00
SESSIONS: 10

Participants will learn theory and practical skills of Basic Life Support to include: One and two man CPR, Obstructed Airway Management, Rescue Breathing, Hemorrhage Control, Oxygen Therapy. This is a Workers' Compensation Board certificate course offered in co-operation with Free Spirit Ventures Trade School. Credit toward Industrial Records and First Aid Certificate. To attend Course #2, you must have completed a previous Industrial First Aid course. **Class limit 18. Pre-registration one week before course start date is essential.**
INSTRUCTOR: Free Spirit Ventures Trade School

SURVIVAL FIRST AID #1 **DAY**
DATE: Sat., Oct. 4
TIME: 8:30 a.m. - 5:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$45.00
SESSIONS: 1

SURVIVAL FIRST AID #2 **DAY**
DATE: Sat., Oct. 18
TIME: 8:30 a.m. - 5:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$45.00
SESSIONS: 1

Designed by the Workers' Compensation Board to give the injured a better chance for survival pending the arrival of more qualified help. This course is requisite for employees in many industries. Basic techniques for coping with emergencies involving breathing, bleeding, unconsciousness and crushed chests are taught. It is also a useful course for the outdoor recreationist. Successful students will receive a WCB Survival First Aid Certificate. Certificate in good standing for two years. **Class limit 14. Pre-registration one week before course start date is essential.**
INSTRUCTOR: Free Spirit Ventures Trade School

CHILD FIRST AID & SAFETY **EVEN.**
DATE: Mon. & Wed., Sept. 22 & 24
TIME: 7:00 - 10:00 p.m.
PLACE: Free Spirit Ventures Trade School
FEE: \$35.00
SESSIONS: 2
 This two session course is directed toward parents and others caring for children who wish to learn more about emergency care of young children. Topics include how to administer initial first aid, CPR, management of obstructed airways, burns, unconsciousness, blows to the head, bleeding, etc. Questions encouraged. **Class limit 14. Pre-registration by Sept. 15 is essential.**
INSTRUCTOR: Free Spirit Ventures Trade School

CARDIOPULMONARY (CPR)
 Training 25% of our population in the life saving skills of CPR (Cardiopulmonary Resuscitation) will dramatically decrease the death rate, not only from heart attack but also other life threatening emergencies. In as little as four (4) hours, you can become a CPR Heartsaver and learn these life saving skills. Participation in these programs will teach you the valuable skills necessary to support the heart and/or lungs of another person should they suddenly cease to function, as well as emergency medical system access to obtain assistance in such a situation. The course also includes information about the risk factors related to heart and blood vessel disease and management of these factors in your daily life.

CPR HEARTSAVER #1 **EVEN.**
DATE: Mon. Oct. 6
TIME: 6:00 - 10:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$18.00 plus book
SESSIONS: 1
INSTRUCTOR: Gladys Atrill

CPR HEARTSAVER #2 **DAY**
DATE: Sat., Oct. 11
TIME: 9:00 a.m. - 1:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$18.00 plus book
SESSIONS: 1
INSTRUCTOR: Karen Finch

A four hour course for people with no experience in CPR. In the Heartsaver course, you will be taught basic life support skills, including one man CPR and what to do if a person is choking. And, just as importantly, how to recognize the signs and symptoms of a heart attack. Some reading is necessary in the Heartsaver Basic Rescuer Manual prior to course start date. **Class limit 10. Pre-registration one week before course start date is essential.**

EDUCATION — THE PATH TO TOMORROW

CPR BASIC II #1

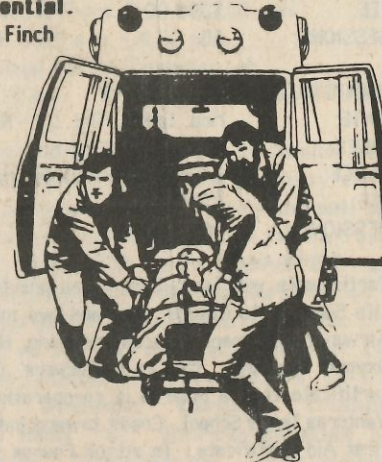
DATE: Mon., Oct. 20 & 27
 TIME: 6:00 - 10:00 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$30.00 plus book
 SESSIONS: 2
 INSTRUCTOR: Gladys Atrill

EVEN.

CPR BASIC II REFRESHER

DATE: Mon., Nov. 3
 TIME: 6:00 - 10:00 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$18.00
 SESSIONS: 1

For those with current or expired Basic II certificates who wish to re-certify. **Class limit 6. Pre-registration by Oct. 27 is essential.**
 INSTRUCTOR: Karen Finch

**CPR BASIC II #2**

DAY

DATE: Sat., Oct. 25
 TIME: 9:00 a.m. - 5:30 p.m.
 PLACE: College Centre, Rm. 4
 FEE: \$30.00 plus book
 SESSIONS: 1
 INSTRUCTOR: Karen Finch

This eight hour course requires some experience in CPR, or the Heartsaver course. One and two man CPR, infant resuscitation and management of choking in conscious and unconscious victims. Some reading is necessary in the heartsaver Basic Rescuer Manual prior to course start date. **Class limit 6. Pre-registration one week before course start date is essential.**

TRADES & TECHNICAL**FOREST PESTICIDE APPLICATOR**

DAY

DATE: TBA
 TIME: Mon. 1:00 - 5:00 p.m.
 Tues. - Thurs. 9:00 a.m. - 5:00 p.m.
 Fri. 9:00 a.m. - 12 noon
 PLACE: TBA
 FEE: \$45.00 payable College Centre
 \$10.00 payable Minister of Finance for exam fee
 SESSIONS: 5

This one week course will present both the theory and practice required for qualification as a pesticide dispenser or applicator. Participants will have a better understanding of pesticides and their proper, safe use. Subjects to be covered include: Laws and Regulations (Federal & Provincial); Pesticide Registration, Labelling and Safety; Pesticides and the Environment; Applicator Technology (Aerial, Power, Hand). A complete outline is available at the College Centre. All participants will be required to write and pass an exam to receive certification. Any interested persons welcome. Course useful to ranchers and farmers. There is no prerequisites. **Class limit 35.**
 INSTRUCTOR: TBA, Sylva Pest Management Ltd.

INTERIOR LOG SCALING

DATE: TBA
 TIME: TBA
 PLACE: College Centre
 FEE: TBA
 SESSIONS: TBA

Learn the theory and practical skills of scaling. This course will include classification of species, measuring of forest products and use of the scale stick. Upon completion you will be prepared to take the Ministry of Forests written and practical exams, to obtain an Interior Scaling Licence. Students should have some math skills and knowledge of the metric system. A course will be set up as soon as 12 students have registered. **REGISTER YOUR INTEREST.**

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**HAVE YOU
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S-20

TRAC

All instruction in the trades training programs at Northwest Community College is now available in a self-paced, individualized learning format. This method of instruction is referred to as "TRAC". It permits trainees to enrol in any one of several trades training programs on a full or part-time basis whenever the trainee finds it convenient. Students learn at their own speed on an individualized basis, select parts of a course needed for specific purposes and receive credit for training completed. Should a student need to leave the course and return to employment, credit for all training completed prior to termination is recognized.

Instruction is now available in seven trades. The first two to three months of this training, referred to as Common Core can be credited to eight or nine trades, though some of these trades are not available at Northwest Community College. By taking advantage of this feature, students can reduce expenses and the time away from home.

PROGRAM AVAILABLE IN SMITHERS

COMMON CORE: Common Core is the introduction to all trades show below. Common Core is available starting September 2nd, 1986. Attend full-time or part-time.

TIME: 9:00 a.m. - 4:00 p.m.
 PLACE: College Centre, Rm. 4
 FEE: \$67.00 per month

PREREQUISITES: All students entering any of the trades programs are required to be functioning at the Grade 10 equivalency level. Pre-tests are available upon request to assist students in determining whether they have the necessary prerequisites. Intensive Math, Science, and English upgrading programs are available to assist students not having prerequisites. See the Adult Basic Education section of this calendar.

INSTRUCTOR: Alec Deas

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S-21

DANGEROUS GOODS TRAINING PROGRAMS

We offer two courses that cover the following applicable areas:
Classification, Documentation, Safety Marks and Basic Responsibilities. Pre-registration one week before course start date is essential.

INSTRUCTOR: BCMTA (B.C. Motor Transport Association)



SHIPPERS COURSE

DAY

DATE: Sept. 25 - Smithers
 Sept. 24 - Terrace
 Sept. 23 - Prince Rupert
 TIME: 12 noon - 6:00 p.m. - Smithers
 6:00 p.m. - Terrace & Prince Rupert
 PLACE: College Centres
 FEE: \$85.00 plus \$7.00 for handbook
 SESSIONS: 1

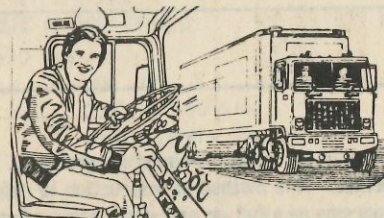
A six hour course for Shippers and Receivers of dangerous goods. The participants will learn to identify their responsibilities under the new regulations and how they can comply with them.

DRIVERS COURSE

DAY

DATE: Sept. 26 - Smithers
 Sept. 24 - Terrace
 Sept. 22 - Prince Rupert
 TIME: 9:00 a.m. - 1:00 p.m. - Smithers
 6:00 p.m. - Terrace & Prince Rupert
 PLACE: College Centres
 FEE: \$50.00 plus \$7.00 for handbook
 SESSIONS: 1

A four hour course for truck drivers in the essential elements of the dangerous goods regulations they must know. The course covers; P & O and Warehousing, line haul of general cartage and bulk carriers.



AIRBRAKES #1

EVEN/DAY

DATE: Tues. - Sat., Sept. 30 - Oct. 4
 TIME: 6:00 - 10:00 p.m. Tues. - Fri.
 9:00 a.m. - 12 noon Sat.
 PLACE: College Centre, Rm. 2
 FEE: \$56.00
 SESSIONS: 5

AIRBRAKES #2

EVEN/DAY

DATE: Tues. - Sat., Dec. 2 - 6
 TIME: 6:00 - 10:00 p.m. Tues. - Fri.
 9:00 a.m. - 12 noon Sat.
 PLACE: College Centre, Rm. 2
 FEE: \$56.00
 SESSIONS: 5

Prepares drivers for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Participants will be given proof of course attendance and practical examination by instructor in order to take the written test at the Motor Vehicle Branch within 30 days from the completion of the course. Participants must be 18 years of age. **Class limit 16. Pre-registration one week before course start date is essential.**

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MINING METHODS AND EVALUATION OF MINERAL PROPERTIES

DAY

Northwest Community College and the Canadian Institute of Mining and Metallurgy are pleased to co-sponsor the following course for prospectors, explorationists, geologists, mine employees and government employees connected with mining.

DATE: Mon., Dec. 8
 TIME: 8:30 a.m. - 4:30 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$53.00 for CIM members
 \$55.00 for non-members

SESSIONS: 1

The first part of this course covers underground and open pit methods of mining and their application to various types of ore bodies. Type examples and a extensive slide presentation are included. Then practice some "back of the envelope" mining economy - capital costs of various types of developments and how to determine if they are economic. Bring your own calculator. **Class limit 25. Pre-registration by Nov. 26 is essential.**

INSTRUCTOR: Jeff Franzan, Vancouver

DRIVER TRAINING

DAY

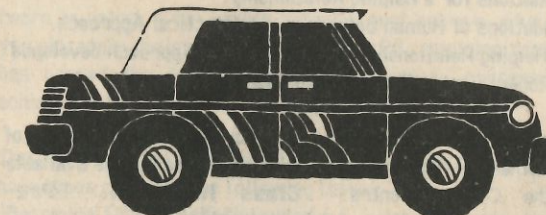
DATE: Mon. - Fri., Sept. 2 - Dec. 31
 TIME: 9:00 a.m. - 5:00 p.m.
 PLACE: TBA
 FEE: \$27.00 per lesson
 SESSIONS: 10

Do you need a Driver's Licence? Class 5 - Class 4? The road to safe driving starts with driver training. Lessons will cover:

- car controls
- acceleration and braking
- turning maneuvers
- basic and advanced
- defensive driving
- intersection problems
- backing up
- lane changing and passing
- parallel parking
- parking on grades
- angle parking
- and a whole lot more!

Learn now to protect yourself against the "other" driver. Learn to "drive defensively". Students may register for one lesson or the full course, depending on individual needs. Students who take the full course may use the training car for the road test with the examiner.

INSTRUCTOR: Irene Oliver, B.V. Driving School



TRAPPERS' EDUCATION

WEEKEND

DATE: Fri., Sat. & Sun. Nov. 28 - Nov. 30
 TIME: Fri. 7:00 - 11:00 p.m.
 Sat. & Sun. 8:00 a.m. - 6:00 p.m.
 PLACE: College Centre Rm. 2
 FEE: \$85.00
 SESSIONS: 3

The B.C. Trappers' Association in co-operation with Northwest Community College will offer an intensive three-day course in the skills, techniques and procedures of humane trapping. Successful completion of this course qualifies you for a mandatory B.C. Trapper's Licence. **Class limit 16. Pre-registration by Nov. 21 is essential.**

INSTRUCTOR: Les Watmough

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REGIONAL BUSINESS, MANAGEMENT & INDUSTRY

Northwest community College offers a wide range of business, management and industry related programs that can be offered throughout the College region. College staff would be pleased to discuss your specific training needs and design a course to meet your requirements. For consultation, please contact Director of Regional Education Services, Smithers, at 847-4461, or Audun Birkedal, Terrace Campus, 635-6511, or 1-800-772-1120.

CAREER ENHANCEMENT



CAREER PLANNING & PREPARATION

DATE: Sat. & Sun., Nov. 15 & 16
TIME: 9:00 a.m. - 4:30 p.m.
PLACE: College Centre, Rm. 4
FEE: \$150.00
SESSIONS: 2

This workshop is designed for those who have had some work experience but have been out of the labour market for a period of time; and for those who are currently employed and looking for new careers paths. Typically, this would include women who have been homemakers and are now looking to re-enter the work force; workers on lay-off who must pursue new careers; and professionals or semi-professionals who are looking for a career change.

Participants will be given the opportunity to:

- assess their present skills, abilities, attributes, likes and dislikes as they might apply to today's labour market.
- apply the above to selection of appropriate careers paths i.e. matching.
- explore effective job search techniques.
- write an effective resume, focused on a given job or career.
- practice interview techniques proven effective.
- explore opportunities other than traditional employment.

Course outline available at the College Centre. **Class limit 18. Pre-registration by Oct. 31 is essential.**

INSTRUCTOR: Phil Kolbuc, Kolbuc & Associates, Prince George

DAY

HELPING SKILLS FOR THE HELPING PROFESSION

DATE: Sat. & Sun., Nov. 22 & 23
TIME: 9:00 a.m. - 4:30 p.m.
PLACE: College Centre, Rm. 2
FEE: \$150.00
SESSIONS: 2

This experiential and skills based workshop will:

- provide participants with specific skills training in effective counselling based on Helping Relationships models developed by Robert Carkhuff and Gerald Egan.
- provide participants with an opportunity to explore their own attributes and knowledge pertinent to establishing a helping relationship.
- compliment their knowledge base with up-to-date information.

Topic areas include:

- foundations for a Helping Relationship.
- foundations of Human Behaviour - A Practical Approach.
- the Helping Relationship - A Skills Based Approach developed by Robert Carkhuff and Gerald Egan.

An interactive workshop which requires a high degree of involvement by participants. Detailed course outline available at the College Centre. **Class limit 14. Pre-registration by Nov. 12 is essential.**

INSTRUCTOR: Phil Kolbuc, Kolbuc & Associates, Prince George

DAY

DEVELOPING EFFECTIVE COMMUNICATION/ PUBLIC SPEAKING

DATE: Sat., Oct. 4
TIME: 9:00 a.m. - 4:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$60.00
SESSIONS: 1

How do you feel when speaking to a group? Are you comfortable expressing yourself in a meeting? If you'd like to improve your oral communication skills, this course is for you. During this highly interactive workshop, every participant will have several opportunities to practice speaking. We will explore techniques to improve the effectiveness of communication and provide helpful, practical suggestions. Specific areas to be covered will include: exercise in interviewing, purpose of introductions, presentation structure, openings, body language, time considerations and more. **Class limit 15. Pre-registration by Sept. 25 is essential.**

INSTRUCTOR: Dawn Miller, Dawn Miller & Associates, Prince George



PHOENIX SEMINAR **EVEN**
 Four courses are offered this semester. Choose the dates best for you.

DATE: *1 - Mon. & Wed., Sept. 22 - Oct. 1
 *2 - Mon. & Wed., Oct. 20 - 29
 *3 - Mon. & Wed., Nov. 17 - 26
 *4 - Mon. & Wed., Dec. 8 - 17
TIMES: 6:30 - 10:30 p.m.
PLACE: Smithers Sen. Sec. Rm. 6
FEE: \$129.00

Learn to unlock your inborn potential and achieve whatever you sincerely desire in life. This powerful, inspiring seminar has opened the door to greater happiness, success and achievement for thousands of people.

The seminar is being delivered via video format on eight two-hour tapes covering the following topics:

- Becoming Totally Self-Motivated.
- Releasing Your Subconscious Brakes.
- Programming Yourself for Success.
- Using Mental Programming Techniques.
- Enjoying Dynamic Health and Stress Free Living.
- Activating Your Success Mechanism.
- Unlocking Your Inborn Creativity.
- Developing Superior Human Relations.

Detailed outline is available at the College Centre.

Class limit 20. Pre-registration one week before class start date is essential.

INSTRUCTOR: Brian Tracey (video)
FACILITATOR: Dave Nelson

SUPERHOST **EVEN**
 Smithers Chamber of Commerce in co-operation with the Northwest Community College, Smithers Campus is sponsoring 4 seminars this Fall.

DATES: *1 - Sept. 17 & 18
 *2 - Oct. 22 & 23
 *3 - Nov. 19 & 20
 *4 - Dec. 17 & 18
TIME: 7:00 - 10:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$12/person or \$8/person for groups of 10 or more from the same establishment.



SuperHost is a community based provincial program that combines a unique pledge program and an informative seven-hour seminar. The seminar is designed for anyone who wants to be able to service visitors more effectively. All employers, employees and all interested members of the general public who want to become better hosts are urged to attend. Choose the seminar dates that are best for you.

Here are some of the topics to be covered in the seminar:

- Making conversation/How to remember names.
- Creating the positive "first impression".
- Communication Skills.
- Listening Skills.
- How to handle complaints.
- Plus much more.

Class limit 20. Pre-registration one week before course start date is essential.

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MANAGEMENT SKILLS FOR SUPERVISORS

The Management Skills for Supervisors program is currently being offered throughout the College region. It includes 90 hours of integrated material covering a broad range of management skills. This is a Ministry of Education approved program. It is constructed to be highly experiential in nature to attract the trainee towards involvement in his own training. To that end, such devices as role plays, structured experiences, media experiences, self-scoring inventories and discussions have been liberally employed and supported by relevant theoretical concepts. The program is organized into three parts.

- Part I** Interpersonal Skills (3 days, plus 1 day reinforcement)
Part II Group Skills (3 days, plus 1 day reinforcement)
Part III Administrative Skills (3 days, plus 1 day reinforcement)

The reinforcement module is normally held four to six weeks after the initial three days of teaching in conjunction with the next three-day part.

REQUIREMENTS FOR ADMISSION

Participants are normally sponsored by their employer.

Part I - Interpersonal Skills (3 days, plus 1 day reinforcement)

You will learn to:

- Communicate effectively
- Sharpen your supervisory skills - Improve and enhance your relationship with others
- Develop effective and persuasive communication
- Enhance your interviewing techniques
- Use an effective system for making quality decisions

Instructor: Phil Kolbuc
Date: September 23, 24, & 25, 1986 - Reinforcement - October 21/86
Location: N.W.C.C. Houston
Time: 8:30 a.m. - 4:30 p.m.
Fee: \$250.00

Part II - Group Skills (3 days, plus 1 day reinforcement)

You will learn to:

- Sharpen your leadership skills - Set the climate for motivation
- Use your preferred leadership style effectively
- Use your skills in group situation - focusing on leadership, motivation and team building
- run effective meetings

Instructor: Phil Kolbuc
Date: October 22, 23, & 24 1986 - Reinforcement - November 17/86
Location: N.W.C.C. Houston
Time: 8:30 a.m. - 4:30 p.m.
Fee: \$250.00

Part III - Administrative Skills (3 days, plus 1 day reinforcement)

You will learn to:

- Sharpen your administrative skills - Manage your job effectively
- Use a comprehensive and flexible system in performance analysis and appraisal.
- Identify your timewasters and how to eliminate them.
- Apply the 10 simple rules to make your written communication effective and successful.

Instructor: Phil Kolbuc
Date: November 18, 19 & 20, 1986 - Reinforcement - November 21/86
Location: N.W.C.C. Houston
Time: 8:30 a.m. - 4:30 p.m.
Fee: \$250.00

(\$25 discount applies for a second or additional registrant from the same firm.)

FINANCIAL AID AND SPONSORSHIP

Some reimbursement of fees may be possible from the sponsoring employer through Canada Employment. Please contact your local Canada Employment Centre for more information.

TRAINING FOR SMALL BUSINESS

Federal Business Development Bank, in co-operation with Northwest Community College, Smithers Campus, is pleased to present the following seminars to small and medium-sized business enterprises as well as all interested individuals. Seminars are both informational and practical in nature. Plan to attend! Detailed outlines are available at the College Centre.

The courses are for the success-oriented business person, the entrepreneur and for the individual who wants to create his own job "effectively".

We offer 80 hours plus every year in practical hard-hitting courses that are packed with the information you can put to use right now.

Set your goal and chart your course with us.

HOW TO START YOUR OWN SMALL BUSINESS

DATE: Wed., Nov. 19
TIME: 2:00 - 9:00 p.m.
PLACE: Hudson Bay Lodge
FEE: \$60.00 includes supper
 (A 10% discount applies for a spouse and second or additional registrants from the same firm/organization)

SESSIONS:

1
 During this seminar you will seriously lay the ground work for preparing to open your own business. Through instruction, group discussions built around real-life case studies you will start the initial preparation for becoming a business owner.

Features or Topics covered:

- A self-evaluation of your management ability and responsibilities.
- Establishing your objective and preparing a detailed plan.
- A general overview of your customers - your product/service and your location.
- Deciding to start a new business, buy an existing one or franchise.
- Legal structures - proprietorship, partnership or limited company.
- Forecasting the financing of your project.
- Regulations - insurance - opening promotion - record keeping.

By the end of the seminar, you will be able to:

- To take a close look at yourself, assess your personal and financial needs as well as those of your business.
- To forecast your revenues and expenses to establish the proper financing for your project.
- To have specific questions for the accountant, banker, counsellor, government departments, etc., which will have to be answered to complete their business plan.

You will be given a booklet with a step by step plan to assist you in opening a business and to provide you with the best possible chance of survival and success.

Class limit 30. Pre-registration by Nov. 12 is essential.

AFTER/EVEN

ADVERTISING AND PROMOTING YOUR RETAIL/SERVICE BUSINESS DAY/EVEN

DATE: Wed., Sept. 17
TIME: 2:00 - 9:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$60.00 includes supper
 (A 10% discount applies for a spouse, and second or additional registrants from the same firm/organization)

SESSION:

1
 At the end of this seminar you will be able to plan a more effective advertising and promotion strategy for your business.

Features or Topics covered:

- The marketing concept and their elements.
- Understand your promotional objectives and purpose.
- What should your advertising message be.

By the end of seminar, you will be able to:

- Attain a better return for your dollar by devising a more effective advertising and promotion strategy.
 - Determine when you should advertise and how much to budget for it.
 - Know what the different forms of promotion are.
 - Select the correct medium or media for your business.
- Class limit 30. Pre-registration by Sept. 10 is essential.**



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LIFELONG LEARNING IS FOR EVERYONE

Other Courses that will follow are:

How To Start a Small Business - can be offered in 18-hours or condensed 6-hour format. You will:
Discover the main considerations in setting up a business focus on the key areas for success in any business. Develop a business plan to help you start on the right foot.

Bookkeeping - can be offered in 18- hours or condensed 6-hour format. You will:
Learn proper bookkeeping techniques, using a step-by-step approach that makes it easy to understand. Take part in a complete simulation of what really happens in a business and walk away with the information you need for a reliable accounting system.

Business Law -18 hours, you will:
Learn to organize your business within framework of the law. How to best deal with customers, and all about contract, business structures, legal implications and more.

Successful Small Business Management - 18 hours
You will:
Learn to manage more efficiently using key management functions. Maximize efficiency in business decisions. Develop effective business plans and controls. Select, organize and manage your people confidently.

Time Management - 3 hours, you will:
Learn to beat the clock and relax! Time is money-so why waste it? This seminar shows you the techniques to organize your time better. Things you can put into action immediately.

Marketing for Small Business - 18 hours, you will:
Learn the importance of marketing for successful business operations. Understand the way consumers behave. Learn what marketing research can do. Learn how the price/value relationship is important to your business.

How to Advertise and Promote Profitably - 15 hours
You will:
Learn to develop a complete advertising and promotion program. Learn the do-it-yourself way to put together advertising that works. Learn to increase your sales and profits.

Understanding Your Customer - 18 hours, you will:
Learn to know how your customer feels, thinks, and why. Analyze the psychology of the consuming public. Learn how perceptions attitudes and motivations can have a major impact on a business' success.

The ABC's of Selling - 18 hours, you will:
Learn how to become a successful sales person - by selling your product and yourself properly. Learn basic selling techniques. Learn how to close a sale and why customers come back. Discover the four steps that are crucial to any sale.

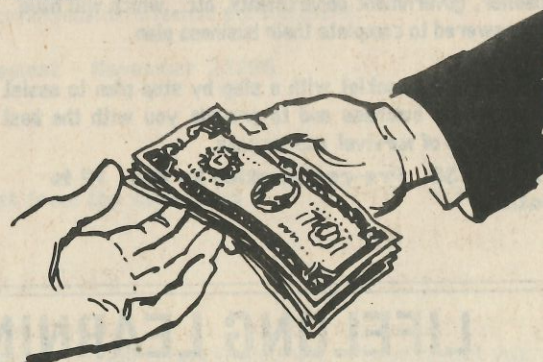
Choosing & Pricing Your Product or Service - 3 hrs.
You will:
Learn that pricing is important- but are you selling the right product/service to the right market? Get the answers by attending this seminar.

People Management, Tools & Techniques - 18 hours
You will:
Learn to put the proper tools to work to best manage your people. Use the personnel forms included in the course to aide the process. Learn about employee compensation and relations. Learn the benefits of proper training and effective employee management techniques.

Fundamentals of Financial Management - 18 hours
You will:
Learn the fundamentals of financial management. Understand financial statements. Develop effective financial skills. Put sound financial management principles to work for you.

The Basics of Small Computer Systems - 18 hours
You will:
Learn how to determine your need to computerize. Analyze and evaluate the available alternatives. Go through a step-by-step process to: (a) implement your system; & (b) to upgrade an existing one.

How to Arrange Financing - 3 hours, you will:
Learn even though lending money is not an exact science, lenders ask questions. Learn about those questions and how to answer them. Be prepared.



Our Fees: (all course material included) are:

3 hour seminar:	\$ 35.00
6 hour seminar:	\$ 60.00
18 hour seminar:	\$ 54.00

The above group of half day, full day and 18 hour seminar/courses are available to you at Northwest Community College. Your input will help us tremendously in scheduling the courses you want "By Popular Demand".

We promise, that you will be kept informed through the local media and by flyers as additional courses are scheduled.

Your instructors will be trained facilitators from the **FEDERAL BUSINESS DEVELOPMENT BANK** and **EXPERIENCED INDIVIDUALS FROM THE BUSINESS COMMUNITY**.

Please contact us as soon as possible so that we can provide the subject of your choice.

NOTE: Some Financial assistance may be available to defray the course cost and wage cost through your nearest Canada Employment and Immigration Centers. Please contact them for further information.

Demand Courses

Northwest Community College offers a variety of short courses as need arises. Simply register your interest at any College Centre and when sufficient people have signed up you will be notified and the course will be scheduled.

TRADES

Industrial Electronics	Compressed Natural Gas
Auto/Heavy Duty Refresher	Hydraulics
Truck Operation & Maint.	Carpentry/Woodworking

BUSINESS/INDUSTRY SERVICES

Data Processing Concepts	Intermediate Computing
Supervisory Management	Time Management
Small Business Accounting	Computer Accounting
Taxation	



IT'S IMPORTANT TO PRE-REGISTER

THE COURSE YOU WANT MAY BE CANCELLED BECAUSE OF LOW ENROLMENT, OR MAY ALREADY BE FILLED UP.

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What's New in Business!

Mobile Computer Centre

Northwest Community College can now deliver a wide range of Business Application Courses on-site to organizations throughout the College region.

The Mobile Centre consists of 6 fully configured Business Microcomputers, a Library of Software, and an Instructor.

We offer the courses, seminars and workshops at your site or at other suitable facilities.

Typical software packages that we can cover from beginning to advanced levels include:

- Lotus 1-2-3
- Framework
- Wordstar
- Multimate
- Lotus Symphony
- dBase II/III
- ACCPAC

..... and more

We can also custom tailor courses for your software and applications.

For more information, call us at 847-4461 or 635-6511, Terrace.

Computer Accounting for Business and Industry

Course Length - 18 hours
Class Size - 12 maximum

This hands-on course is designed for owners, managers and employees who want to know what accounting is all about in the computer age. No previous knowledge of computers and accounting is needed, but would be helpful.

You will Learn:

1. The Accounting Cycle
2. To set up and maintain financial records
3. To identify basic internal control procedures
4. How to use the MICROCOMPUTER
5. How to complete the Accounting Cycle, using the microcomputer, i.e.
 - a. Journalize source data (cash, cheques, invoices and payroll)
 - b. Post to the general ledger
 - c. Make necessary adjustments
 - d. Prepare profit and loss statement
 - e. Prepare the balance sheet
 - f. Run a month end

Instructor: John Campbell & Rainer Giannelia

Location: N.W.C.C., Terrace

Date: Nov. 3, 4, & 5 - Mon., Tue., & Wed.

Time: 3:00 - 10:00 p.m.

Fee: \$150.00

(A 10% discount applies for second or additional registrations from the same firm)

Computerized Cash Flow/ Working Capital

Are you interested in:

- Minimizing interest expenses?
- improving liquidity?
- maintaining good relations with creditors?

Computerized Cash Flow is the Answer!

Learn how to use the computer to assist in forecasting cash-in, cash-out, and ending bank balance. The computer will do the number crunching DONKEY WORK. You'll be free to ask the "What if?" questions and to compare actual and forecast results.

APPLY NOW:

Seating is limited to allow everyone hands on computer experience. Don't miss this one. We know you'll enjoy yourself, learn a lot about cash flow and develop a better feeling for the computer as a business tool.

Instructor: John Campbell & Rainer Giannelia

Location: N.W.C.C., Terrace

Date: Nov. 6/86 - Thursday

Time: 7:00 - 10:00 p.m.

Fee: \$35.00

Other Northwest Community College Programs

Although Northwest Community College strives to take as many programs as possible to Smithers some programs require special facilities and must be taught at only one or two locations. Northwest Community College offers a wide range of FULL-TIME programs at:

Terrace

Automotive
Carpentry
Cooking
Electronics
Heavy Duty Mechanics
Joinery
Machinist
Millwright
Welding
TRAC
University Transfer (1st & 2nd Year)
Early Childhood Education
Human Service Worker
A.B.E.
Business Careers
Business Management

Prince Rupert

Marine Engine
Marine Certificate IV
Marine Navigation
Net Mending
A.B.E.
University Transfer (1st Year)
Business Careers
TRAC

For detailed program information, please see the 1986/87 College
Calendar or call your local College Centre.

Act Now Your Future
Depends on It!

FINANCIAL AID

Does the **COST** of **EDUCATION** put a **STOP** to your plans?

\$\$ There is Help \$\$

Financial aid for education takes many forms. There are loans, scholarships and bursaries. You may borrow money, interest free, through the **Canada Student Loan** or **B.C. Loan** programs. The **College** provides over **\$12,000** each year in **non-repayable bursaries**. The **College** has a new **Entrance Scholarship** program which may pay your full tuition.

Contact **Bev Kealty**, Financial Aid Officer.

Do not hesitate to apply. You won't receive help unless you do!!!

Don't let the cost of education stand in the way of your future.

The College Endowment Fund

Northwest Community College is currently conducting a fund-raising drive to establish the College Endowment Fund. This fund will generate funds for student financial aid in perpetuity.

The Vancouver Foundation, which over the past three years has contributed \$25,500 to our financial aid funds, has pledged to match \$25,000 which can be raised by the College in 1986. The College Endowment Fund will then generate interest income to provide a continuing source of financial aid. Already \$25,000 has been raised for 1985. This has been matched by the Vancouver Foundation and is already generating interest income.

Corporations, businesses, service clubs, unions and individuals may contribute tax-deductible donations to the fund by contacting the College. Your contribution will remain in the fund permanently and continue to provide student aid money. **For information, call Brian Loptson 635-6511.**

REFUND & LATE REGISTRATION POLICY

A NO-REFUND POLICY AFTER THE PRE-REGISTRATION DATE IS IMPOSED ON CLASS-LIMIT COURSES. The College reserves the right to change fees without notice, to limit registrations in any program, or to cancel or revise any of the courses listed.

General Conditions

1. Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons in writing prior to the course start date.
2. Refunds requested prior to the course start date will be assessed an administration charge of \$10.00.
3. There will be no refunds for courses with tuition fees of \$10.00 or less except for those conditions in General Statement #1.

Part-time Courses (Includes all General Interest and Part-Time Vocational courses)

1. Withdrawal before the second class of a course - 100% of tuition fees less a \$10.00 administration charge.
2. Withdrawal after the second class of course - NO REFUND.
3. Special registration and refund policies apply to courses labelled as "Designated Courses". (These are all "CLASS LIMIT" courses.) NO REFUNDS will be made after the pre-registration date unless the space can be sold to another student, in which case the withdrawing student will be refunded 100% of the tuition fee less a \$10.00 administration charge.

Academic

1. A \$10.00 "late registration" charge will be assessed to any student registering after the second class.

2. Withdrawal after second class - 80% of tuition fee less a \$10.00 administration charge.
3. Withdrawal after third class or fourth class - 50% of tuition fee less a \$10.00 administration charge.
4. Withdrawal after fifth class - NO REFUND.

Vocational (Full-time)

1. A \$10.00 "late registration" charge will be assessed to any student registering after the first day of classes in a full-time vocational program.
2. Vocational full-time fees are assessed on a calendar month basis, prorated as necessary in the first and last months:
Entry between:
1st to 15th - 100% of monthly fee
16th to 23rd - 50% of monthly fee
24th to 31st - 25% of monthly fee
Leaving before:
1st to 7th - 25% of monthly fee
8th to 15th - 50% of monthly fee
16th to 31st - 100% of monthly fee
3. Refunds on withdrawal before completion date will be 100% of unused tuition (part months prorated as above) less a \$10.00 administration charge. (There will be no administration charge on refunds for students who have completed their program earlier than anticipated when fee payment was made.)

TEXTBOOK SALES & REFUNDS

Textbooks will be available at Northwest Community College, 1070 Main Street, Smithers, 9:00 a.m. to 4:00 p.m. Monday to Friday; or evenings, Monday to Thursday, 7:00 to 9:00 p.m., beginning Sept. 3, 1986.

REFUNDS: Refunds on textbook purchases will be made:

(a) When a course has been cancelled by the College and a student returns the textbook purchased for a course to the College in "like new" and resalable condition within two weeks of the course cancellation, a refund of 100% of the purchase price will be made by the College.

(b) When a student withdraws from a course during the first two weeks of classes in the case of full-time courses or on or before the date of

the second class in the case of part-time courses; and returns the textbook purchased for the course to the College in "like-new" and resalable condition within one week following withdrawal, the College will refund 75% of the purchase price of the textbook.

(c) No refunds will be made in any case without original receipt.

(d) The determination of "like-new and resalable condition" shall be at the discretion of the College.

(e) No refunds will be made other than those contemplated in (a) and (b) above.

HEALTH CONTINUING EDUCATION

Northwest Community College offers a service of organizing and delivering continuing education programs for health/human service professionals in all communities in the College region. Preventive health programs for the general public are also offered. To access this service, please contact the local College Centre at 847-4461 or Terrace at 635-6511.

Programs requested for the Fall include:

CORONARY CARE

- Prince Rupert

LEGAL/ETHICAL ISSUES IN NURSING

- Terrace

TRI-AGE

- Smithers

CARE OF THE ACUTELY ILL CHILD

- Terrace

FAMILY SKILLS WORKER (F.T.)

- Terrace

LONG TERM CARE AIDE (F.T.)

- Terrace

GERIATRICS WORKSHOP

- Terrace

ADOLESCENT DEPRESSION/SUICIDE

- Terrace

- Hazelton

ASTHMA

- Stewart

LONG TERM CARE AIDE/HOMEMAKER (F.T.)

- Kitimat

- Kispox

IT'S NEVER TOO LATE TO LEARN

LEARNING OPPORTUNITIES (Non-Credit)

Non-credit Certificates are issued to participants who attend 100% of a course or workshop at the request of the instructor.

REFUND POLICY

1. Withdrawal before the second class of a course - 100% of tuition fees less a \$10.00 administration charge.
2. Withdrawal after the second class of a course - **NO REFUND.**
3. Special registration and refund policies apply to courses labelled as "CLASS LIMIT" courses. NO REFUNDS will be made after the pre-registration date unless the space can be sold to another student. In which case the withdrawing student will be refunded 100% of the tuition fee less a \$10.00 administration charge.
4. There will be no refunds for courses with tuition fees of \$10.00 or less.

FOR FAMILIES

Northwest Community College is pleased to co-sponsor the following courses with the Mental Health Network - Northwest. These timely, self-help courses are designed to assist parents through information sharing and group discussion. **Pre-registration one week before course start date is essential.**
INSTRUCTOR: Marj Ford

PARENTING TEENS

DATE: Thurs., Sept. 18 - Nov. 20
TIME: 7:30 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Rm. 5
FEE: \$5.00 plus book
SESSIONS: 10

EVEN.

A discussion program for parents and others who want to learn more effective ways to communicate with teenagers. It encourages mutual respect between parents and teens. Learn how to create an environment for increased co-operation, more effective communication, and a more responsible, self-reliant attitude among teenagers. **Class limit 14.**

SINGLE PARENTING

DATE: Wed., Oct. 29 - Dec. 3
TIME: 7:30 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Rm. 5
FEE: \$5.00
SESSIONS: 6

EVEN.

Discussions will cover many areas including: single parenting the way it is, building a support network, discovering personal power - managing money and time, the needs and feelings of parents and the needs and feelings of children. **Class limit 14.**

HAVE YOU PRE-REGISTERED?

BLENDED FAMILIES

DATE: Wed., Sept. 17 - Oct. 22
TIME: 7:30 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Rm. 5
FEE: \$5.00
SESSIONS: 6

EVEN.

Areas of discussion will cover: the separation process, discipline, family boundaries, sexuality, clarifying values, visiting the in-laws, out-laws, and ex-laws. **Class limit 14.**



EFFECTIVE PARENTING (S.T.E.P.)

DATE: Thurs., Sept. 18 - Nov. 13
TIME: 7:30 - 9:30 p.m.
PLACE: Telkwa Elem. Library
FEE: \$25.00/single or \$40.00/ couple plus book
SESSIONS: 9

EVEN.

Would you like to help your children become more responsible and co-operative? Understand your children's behaviour and misbehaviour? Communicate with your children more effectively? This course is for parents of younger children and others who want their relationships with children to be more satisfying. All interested persons are welcome! **Class limit 14. Pre-registration by Sept. 11 is essential.**

INSTRUCTOR: Janice Nicol

FOSTER PARENT ORIENTATION

DATE: Tues., Oct. 7 - 28
TIME: 7:00 - 9:00 p.m.
PLACE: Smithers Sen. Sec. Rm. 1
FEE: \$10.00
SESSIONS: 4

Sponsored by the Ministry of Human Resources and the Federation of Foster Parent Associations. For anyone interested in finding out more about fostering this course will cover:

- the challenge and rewards of fostering
- why children come into care
- how children feel about themselves, their natural families and their foster families
- the role and responsibilities of foster parents
- assessing individual and family strengths
- understanding the impact of separation
- the team approach to fostering
- special needs of teenagers in foster care.

The fee for this course will be refunded by the Foster Parent Association to those who attend all sessions. **Class limit 12. Pre-registration by Oct. 1 is essential.**

CO-FACILITATORS: Chris Anderson and Sally Moore

TRAINING IN MARRIAGE ENRICHMENT

This marriage enrichment course is being planned for Winter, 1987, semester. It is a group discussion program designed to help a couple achieve a more intimate, honest, cooperative relationship while experiencing greater joy and love. More information available at the College Centre. **Register your interest by Nov. 15.**

People's Law School

In co-operation with the People's Law School of Vancouver, Northwest Community College will offer FREE workshops on various areas of the law that have an effect on everyday life at some time or other. Sessions are informational, to the point and practical. Local lawyers, business people and government officials who have special knowledge or experience in the area discussed present these valuable workshops. Plan to attend one or more. **Purchase of printed materials optional.**

HIGHLIGHTS OF THE YOUNG OFFENDERS ACT

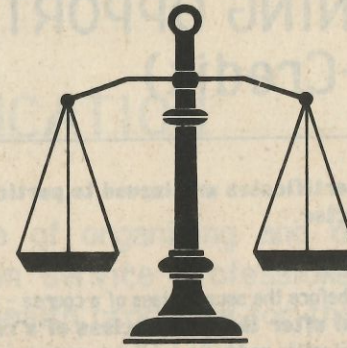
DATE: Tues., Oct. 14
TIME: 7:00 - 10:00 p.m.
PLACE: Smithers Sen. Sec. Rm. 3
FEE: Free
SESSIONS: 1

The rights and responsibilities of young offenders and the police, court procedures, sentencing, appeals, right to counsel, alternative measures, and more. **Class limit 30.**

Pre-registration by Oct. 7 is essential.

INSTRUCTOR: TBA

EVEN.



FAMILY LAW WORKSHOP

DATE: Tues. & Wed., Oct. 21 & 22
TIME: Tues. 7:00 - 9:00 p.m.
Wed. 9:00 a.m. - 4:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$5.00
SESSIONS: 2

The Legal Services Society - Smithers, is pleased to co-sponsor this workshop on Family Law. Topics to be covered include:

- An overview of the old and new divorce act.
- Doing your own divorce.
- Family law overview.
- Legal implications of common-law relationships.
- Making or opposing a maintenance order.
- Enforcing a maintenance order.

Everyone is welcome. **Class limit 25. Pre-registration by Oct. 14 is essential.**

INSTRUCTOR: Deborah O'Leary, Legal Services Society

EVEN/DAY



Kinsmen & Kinettes
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All are Welcome! Please call:
Art Van Horne at 846 5525

Doug Morris at 846 5687 or Donna McDivitt at 846 5456

PRACTICAL SKILLS

MEATCUTTING

DATE: Thurs., Sept. 18 - Oct. 16
TIME: 7:00 - 9:00 p.m.
PLACE: Hamming's Butcher Shop
FEE: \$35.00
SESSIONS: 5

Enjoy this practical hands-on opportunity and learn the basics of butchering and cutting beef, pork and lamb plus the art of sausage making. Instructor will present the basics and tailor-make the course to suit participants. Suitable for hunters and "do-it-yourselfers". **Class limit 10. Pre-registration by Sept. 11 is essential.**

INSTRUCTOR: Gerry Hamming

EVEN



MAP AND COMPASS READING

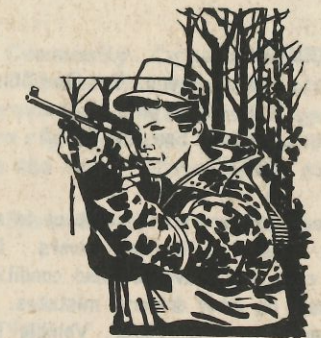
DATE: Tues., Oct. 7 - 21
TIME: 7:00 - 9:00 p.m.
PLACE: Smithers Sen. Sec. Rm. 5
FEE: \$20.00
SESSIONS: 3

Hikers, campers, hunters - any outdoor enthusiast will benefit from this course. First, learn what a map is, what information it contains, locating points, use of scales. Then learn what a compass is, what it can do, what it is used for, how to use it. Map orientation with and without a compass is also included. The last evening is a field outing to apply skills learned in class. **Class limit 20. Pre-registration by Oct. 1 is essential.**

INSTRUCTORS: Les Cox and Bob Henderson

EVEN

HUNTERS' COURSE



C.O.R.E.

DATE: Mon. & Thurs., Sept. 15 - Nov. 3
TIME: 7:00 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Rm. 2
FEE: \$40.00 plus exam fee
SESSIONS: 14

Developed by Fish & Wildlife Branch, this course, successfully completed, qualifies applicants for their first hunting licence. An excellent course for hikers and all outdoor recreationists. Topics include ecology, outdoor ethics, gun handling, hunter safety regulations, animal and bird identification, fresh-water fish, plus some survival and first aid tips. **Class limit 20. Pre-registration by Sept. 8 is essential.**

INSTRUCTOR: Ingo Oevermann

EVEN

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DRIVER'S EDUCATION

DEFENSIVE DRIVING

DATE: Tues. & Thurs., Oct. 21 - 30
TIME: 7:00 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Rm. 3
FEE: \$20.00
SESSIONS: 4

A must for teenagers and all those about to apply for their first licence, as well as licenced drivers. Learn to drive defensively, cope with adverse road conditions and avoid accidents caused by other drivers' mistakes. Canada Safety Course approved by B.C. Motor Vehicle Branch. DDC Certificate awarded upon successful completion. **Class limit 20. Pre-registration by Oct. 14 is essential.**
INSTRUCTOR: Irene Oliver

DRIVER TRAINING

See Page S 22.

EVEN

AUTOMOTIVE

CARING FOR YOUR CAR

DATE: Tues., Oct. 7 - Nov. 4
TIME: 7:00 - 9:00 p.m.
PLACE: Smithers Sen. Sec. Shop
FEE: \$25.00
SESSIONS: 5

This class is designed for the inexperienced car owner. It is intended to help in obtaining more economical, troublefree and safe performance and in detecting problems. Learn such things as how to check oil, fluid and coolant levels, tire care, safety items (brakes, steering), lights, air filter, how to boost a battery, change a tire, etc. **Class limit 10. Pre-registration by Oct. 1 is essential.**

INSTRUCTOR: Frank Caron

EVEN

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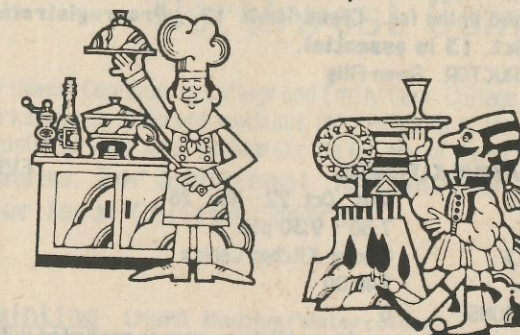
NATURAL FOODS COOKING

DATE: Wed., Oct. 1 - Nov. 5
TIME: 7:00 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Foods Rm.
FEE: \$60.00
SESSIONS: 6

A six week introduction to cooking with whole foods, grains, beans, sea vegetables and soya products (tofu, tempeh and tamari). Special emphasis will be given to cooking for nutritional, seasonal and individual balance. Includes all supplies and a meal at the end of each class. **Class limit 10. Pre-registration by Sept. 24 is essential.**

INSTRUCTORS: Gail & Richard Jenny

EVEN



EXOTIC CUISINE

DATE: Tues., Oct. 7 - Nov. 4
TIME: 7:00 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Foods Rm.
FEE: \$35.00 plus meat
SESSIONS: 5

Enjoy exotic cuisine from Greece to the Far East. Cook different dishes each evening from Greece, East India, Malaysia, Indonesia and the Phillipines. **Class limit 18. Pre-registration by Oct. 1 is essential.**

INSTRUCTOR: Dina Carnie

EVEN

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BEAUTY WORKS/SELF IMPROVEMENT

Northwest Community College, in co-operation with Rose of Sharon, is pleased to offer a series of self-improvement workshops. Sign up for the ones that are right for you. Bring a friend. **Pre-registration one week before course start date is essential.**

INSTRUCTOR: Sharon Gagnon

COLOUR FOR YOU

DATE: Tues., Nov. 4
TIME: 7:15 - 10:15 p.m.
PLACE: Rose of Sharon
FEE: \$38.00
SESSIONS: 1

Develop a customized palette of colour shades just right for you. Working with the seasons and warm and cool skin tones, you will learn to colour coordinate your wardrobe and how to choose make-up best for you. **Class limit 10.**

EVEN

MAKE UP ARTISTRY *1

DATE: Tues., Oct. 21
TIME: 7:15 - 10:15 p.m.
PLACE: Rose of Sharon
FEE: \$12.00
SESSIONS: 1

MAKE UP ARTISTRY *2

DATE: Tues., Nov. 18
TIME: 7:15 - 10:15 p.m.
PLACE: Rose of Sharon
FEE: \$12.00
SESSIONS: 1

A great looking you. Good basic skin care techniques introducing you to the exciting world of Merle Norman. Make-overs emphasizing coordinated make-up that suits you best. **Class limit 12.**

EVEN

EVEN

WORKING WITH ACCESSORIES *1

DATE: Tues., Oct. 28
TIME: 7:15 - 10:15 p.m.
PLACE: Rose of Sharon
FEE: \$12.00
SESSIONS: 1

WORKING WITH ACCESSORIES *2

DATE: Tues., Nov. 25
TIME: 7:15 - 10:15 p.m.
PLACE: Rose of Sharon
FEE: \$12.00
SESSIONS: 1

Working from the basic dress, you'll learn scarf and accessory techniques that take you from ordinary to extraordinary looks. Tips on wardrobe coordination will also be presented. **Class limit 12.**

EVEN

EVEN

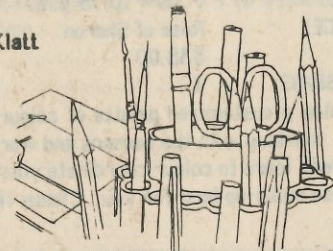
CREATIVE ARTS/CRAFTS

INTRODUCTION TO DRAWING

DATE: Tues., Sept. 23 - Oct. 28
TIME: 7:00 - 9:00 p.m.
PLACE: Chandler Park School Art Rm.
FEE: \$32.00 plus materials
SESSIONS: 6

A drawing course for anyone interested in drawing - even if you have no experience or think you have no talent. Using still life, you will study form and learn drawing techniques using various media including pencils, charcoal and conte crayon. Landscape and perspective will also be studied. **Class limit 10. Pre-registration by Sept. 16 is essential.**

INSTRUCTOR: Julie Klatt



WATERCOLOURS FOR BEGINNERS

DATE: Thurs., Oct. 23 - Nov. 27
TIME: 7:00 - 10:00 p.m.
PLACE: Chandler Park School Art Rm.
FEE: \$40.00 plus materials
SESSIONS: 6

Learn to enjoy and understand basic painting techniques including composition and colour sense and develop your own creative approach to painting with watercolour. List of materials is available at the College Centre. **Class limit 12. Pre-registration by Oct. 16 is essential.**

INSTRUCTOR: Julie Klatt

EVEN

CHRISTMAS QUILTING

DATE: Mon., Oct. 20 - Nov. 24
TIMES: 7:30 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Text. Rm.
FEE: \$25.00
SESSIONS: 6

Create a country home feeling this Christmas. A Christmas stocking, festive wall hanging, tree skirt, table runner and various ornaments will be demonstrated and made in class. Bring hand sewing notions, sharp scissors, notebook and pen to the first class. Materials for the first evening only included in the fee. **Class limit 12. Pre-registration by Oct. 13 is essential.**

INSTRUCTOR: Gwen Ellis

EVEN

CREATIVE KITCHENS

DATE: Wed., Oct. 22 - Nov. 26
TIME: 7:30 - 9:30 p.m.
PLACE: Glacier Kitchen Centre
FEE: \$40.00
SESSIONS: 6

Learn to design your dream kitchen - new or renovated within your budget. Includes developing plans, understanding blueprints, choosing materials, cabinetry, flooring, lighting, and appliances. **Class limit 8. Pre-registration by Oct. 15 is essential.**

INSTRUCTOR: Maxine Rosengren

EVEN

Fabrications

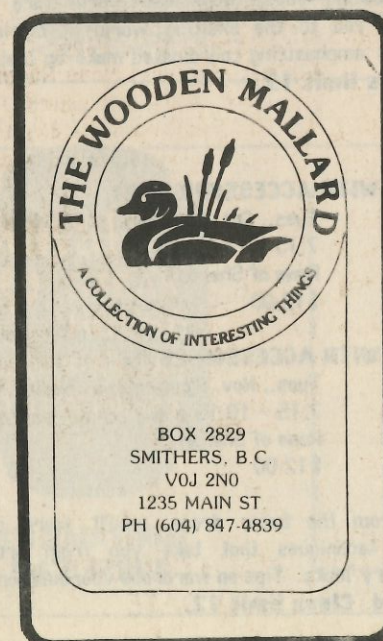
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Outreach Program 1986-87 Northwest Community College Region

Northwest Community College and Emily Carr College of Art and Design co-operatively present a series of top quality art workshops in different mediums for residents of the northwest. **ENROLLMENT IS LIMITED**, so please register early. Register at your local College Centre for any of the programs listed below. **Fee for each workshop is \$40.00, plus supplies.** For additional information on any of these workshops, please contact your local College Centre.

Painting (Multi Medium/Watercolour)

Instructor: Richard Reid
Dates: October 18 & 19, 1986
Place: Houston College Centre

Using the medium of the student's choice, this workshop instructed by Richard Reid, will focus on individual student questions and needs. There will be instruction and demonstration of various painting techniques and styles.

Photography (All Skill Levels)

Instructor: Jim Breukelman
Dates: November 15 & 16, 1986
Place: Smithers College Centre & Central Park Building

Well known artist/photographer, Jim Breukelman will introduce students to the directions and possibilities in black and white photography. Students will explore light measure, focus considerations and laboratory instruction in processing and printing. A supplies list is available upon registration.

Drawing (All Skill Levels)

Instructor: Gordon Payne
Dates: November 1 & 2, 1986
Place: Terrace College Centre, Room #211
So you want to learn to draw, or you want to polish already developed skills. If so, Gordon Payne will challenge and excite you with the exploration of materials such as pencil, charcoal, pen/brush & ink, and crayons. You will have the opportunity to explore the line, form, mass, movement, composition and proportion. Join In!

Painting/WaterColours (Beginner/Intermediate/Advanced)

Instructor: Jim Willer
Dates: November 1 & 2, 1986
Place: Kitimat Campus, Mess Room #128
The instructor, Jim Willer, will focus natural form using water colours. Special attention will be directed toward composition, abstraction and color, both in and outdoors.

Ceramics (Beginner/Intermediate/Advanced)

Instructor: Valerie Pugh
Dates: November 1 & 2, 1986
Place: Queen Charlotte City
Ceramic artist, Valerie Pugh will offer discussions, demonstrations and practical activities of handbuilding and mould-making techniques. Underglaze, stains, high-fire glaze, low-fire glaze, lustres and china paints will be demonstrated.

Photography (Beginner/Intermediate)

Instructor: Ingrid Yuille
Dates: October 25 & 26, 1986
Place: Queen Charlotte City, C.E. Centre
Well known artist/photographer, Ingrid Yuille, will lead you through a series of exercises, assignments and experiments on composition and aesthetics.

**PRE-REGISTRATION FOR ALL
EMILY CARR COLLEGE OF ART AND DESIGN OUT-REACH COURSES
REQUIRES A MINIMUM 10 DAYS BEFORE THE START DATE**

EMILY CARR COLLEGE OF ART AND DESIGN

Pre-registration two weeks before course start date is essential.

Workshops happening this Fall in Smithers & Houston are:

PHOTOGRAPHY — CO-SPONSORED BY THE SMITHERS PHOTOGRAPHY CLUB

DATES: Sat. & Sun, Nov. 15 & 16
TIME: 9:00 a.m. to 5 p.m.
PLACE: Smithers College Centre, Rm. 2 and Central Parks Bld.
FEE: \$40.00 plus supplies
SESSIONS: 2

This workshop is an introduction to the directions and possibilities in the black and white photographic medium, with an emphasis on keying off work to advance students' work in their own time following the workshop. Emphasis will be placed on developing a sensitivity to participants' inner and outer vision by gaining self-confidence to create personal images using the camera and darkroom as a tool. Basic exploration of the tool will include various light measurements, focussing consideration and laboratory instruction in the processing and printing. A supply list is available at the College Centre.

ABOUT THE ARTIST...

Photographer Jim Breukelman, of West Vancouver received his BFA in photography and design from the Rhode Island School of Design. He has been teaching at the Vancouver School of Art (ECCA) since 1967 in both the photography and first year Foundation programs. He has done work for a variety of educational and art gallery clients, including the Vancouver Art Gallery, University of British Columbia Fine Arts Gallery, Simon Fraser University, BC Teachers' Federation, BC School Trustees, and International Records. As a photographer, Jim believes in learning the craft of photography well enough so that it does not get in the way of ideas. For him ideas are more important than the technical and aesthetic traditions of photography.

PAINTING

DATES: Sat. & Sun., Oct. 18 & 19
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: Houston College Centre
FEE: \$40.00 plus supplies
SESSIONS: 2

A weekend workshop in painting acrylics, oils or watercolours. For beginners or artists with some experience. This workshop will approach the painting concerns of each individual student, concentrating on one-to-one dialogue based on each participant's background response to critique and evaluation, and the clarification of their own goals within a broad art context. There will be instruction and demonstration of various painting techniques and styles, and a slide discussion. Supply list available at the College Centre.

ABOUT THE ARTIST...

Painter and printmaker Richard Reid was born in Regina, Saskatchewan, and now lives at Christina Lake, B.C. He studied at the School of Art, University of Manitoba, receiving his BFA in 1955. He has taught for the Vancouver School Board Adult Education Department, the University of British Columbia Extension Department and as assistant professor, Fine Arts Department, University of British Columbia. He has worked in Europe, Mexico and Canada, receiving a Canada Council award 1963/64 to study in Austria, and received a second Canada Council award in 1967. While in England, he was Membership Chairman and Exhibition Committee Member, Young Commonwealth Artists, his work being included in several YCA exhibitions in London and Edinburgh. He has had numerous one man and group shows throughout Canada, England and Mexico.

LEARN TO KNIT

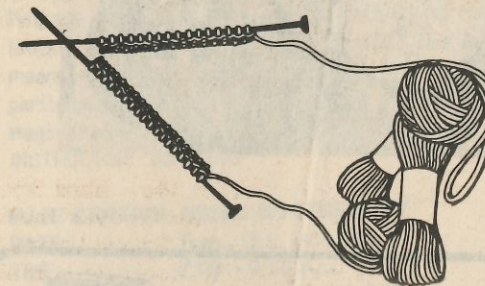
These knitting courses have been designed and scheduled to compliment each other. Learn the basics, how to read patterns and then the finishing touches that give you a garment with style.
INSTRUCTOR: Vigil Overstall

KNITTING - Beginners

DATE: Wed., Sept. 17 - Oct. 15
TIME: 7:00 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Text. Rm.
FEE: \$25.00
SESSIONS: 5

EVEN

A how-to-knit course for beginners. Learn basic knitting techniques that will include a range of stitches. How to increase, decrease and casting on and off. **Class limit 10. Pre-registration by Sept. 10 is essential.**



PATTERNS FOR KNITTING

DATE: Wed., Oct. 22 - Nov. 26
TIME: 7:00 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Text. Rm.
FEE: \$30.00
SESSIONS: 6

EVEN

Learn how to read and interpret pattern instructions so that you can turn those basic stitches into a project of your choice. This workshop is an excellent progression from Knitting for Beginners. Then learn those finishing touches that turn your knitted project into a professional looking garment; finishing edges, hems and seam techniques. **Class limit 12. Pre-registration by Oct. 15 is essential.**

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PERSONAL PURSUITS

BRIDGE FOR BEGINNERS

DATE: Wed., Oct. 1 - Dec. 3
TIME: 7:30 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Rm. 2
FEE: \$25.00 plus book (optional)
SESSIONS: 10

EVEN

This course will cover the elementary plays of the bridge game in ten easy lessons beginning with the evaluation of cards to playing of hand. Students are to bring their own cards. **Class limit 20. Pre-registration by Sept. 24 is essential.**

INSTRUCTOR: Bela Hirczy

GERMAN - CONVERSATIONAL

DATE: Wed., Sept. 24 - Nov. 26
TIME: 7:00 - 9:00 p.m.
PLACE: Smithers Sen. Sec. Rm. 6
FEE: \$35.00
SESSIONS: 10

EVEN

A practical course for general interest or travel. Designed to help you communicate at a basic level and to provide sufficient opportunity to continue learning German after the course. **Class limit 15. Pre-registration by Sept. 17 is essential.**

INSTRUCTOR: Marika Krause

BIOLOGY (NON-CREDIT)

A non-credit Biology course is being planned for the Winter, 1987, semester. Depending on interest, two types of courses can be developed: 1. A course covering the basic topics suited to someone who wants to review or an overview of biology. 2. A "Topics in Biology" course where students request specific topics. These selected topics would then be covered by the instructor with some research by the student. The following are some topic ideas: Bird Migration, Animal Identification, Pollination Biology. **Register your interest by Nov. 1 specifying your choice of course type and topic.**

INSTRUCTOR: Rosamund Pojar

BEEKEEPING

DATE: Sat., Nov. 22
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$10.00
SESSIONS: 1

DAY

A course for people with some experience with beekeeping who want more information or who are considering expanding their operation. Will include topics such as queen rearing and two queen colonies. Questions welcomed! **Class limit 20. Pre-registration by Nov. 14 is essential.**

INSTRUCTORS: Arnold DeEllion & Bob Blackburn

FINANCIAL

PERSONAL MONEY MANAGEMENT

DATE: Tues., Nov. 18
TIME: 7:00 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Rm. 1
FEE: \$10.00
SESSIONS: 1

Learn how to establish your own financial needs, priorities, and objectives. This course includes the basics of personal money management and assessment of your financial standing. There will also be a brief overview of investment planning and a question period. For all income levels. **Class limit 30. Pre-registration by Nov. 10 is essential.**
INSTRUCTOR: Walker Mooney, Executive Financial Management Ltd.

INVESTING IN CANADA SAVINGS BONDS AND GOVERNMENT GUARANTEED SECURITIES EVEN

DATE: Thurs., Oct. 16
TIME: 7:00 - 10:00 p.m.
PLACE: Smithers Sen. Sec. Rm. 3
FEE: \$10.00
SESSIONS: 1

Discuss this year's Canada Savings Bond issue and tax implications of compound versus regular interest. Also compare Canada Savings Bonds to other guaranteed investments in regard to tax, liquidity, rates, costs and other features. **Class limit 35. Pre-registration by Oct. 9 is essential.**
INSTRUCTOR: Corry O'Connell, Pemberton Houston & Willoughby, Prince George





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SELF-HELP HEALTH

HOLISTIC HEALTH WEEKEND

DATE: Sat. & Sun. Dec. 6 & 7, 13 & 14
TIMES: 9:00 a.m. - 4:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$50.00
SESSIONS: 4

This introduction to the concept of holistic health will include the study of nutrition, cleansing diets, herbology, attitude, and much more. Bring your note paper, pen and questions. **Class limit 25. Pre-registration by Nov. 28 is essential.**

INSTRUCTOR: Jean Christian

REFLEXOLOGY EVEN

DATE: Tues., Oct. 7 & 21
TIME: 7:00 - 9:30 p.m.
PLACE: Chandler Park Band Rm.
FEE: \$10.00
SESSIONS: 2

Methods which have been used effectively in the Orient for thousands of years will be demonstrated. This is primarily a means of inducing relaxation through work on the feet. A participatory workshop. **Class limit 20. Pre-registration by Oct. 1 is essential.**
INSTRUCTOR: Barri Blix

PAIN CONTROL USING MYOTHERAPY EVEN

DATE: Tues., Oct. 14 & 28
TIME: 7:00 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Rm. 6
FEE: \$10.00
SESSIONS: 2

Also known variously as Acupressure or Trigger Point Therapy. Techniques are demonstrated that allow irritable points in muscles to be located that can give rise to muscle spasm and pain. A hands on workshop. Wear shorts and halter top. Foamie essential. **Class limit 20. Pre-registration by Oct. 7 is essential.**
INSTRUCTOR: Barri Blix



No smoking in College classrooms or classrooms of public schools

THERAPEUTIC TOUCH SEMINAR DAY

DATE: Sat., Sept. 20
TIME: 9:00 a.m. - 4:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$33.00
SESSIONS: 1

This seminar will introduce you to the idea of therapeutic touch. When, where, how and why it is used. It has been designed to facilitate an awareness of the healing process and generate the skills necessary to perform the technique of therapeutic touch. Helpful to any health professional or member of the general public. **Class limit 20. Pre-registration by Nov. 14 is essential.**
INSTRUCTOR: Lynette Kennedy, Prince George

HOLISTIC APPROACH TO PMS EVEN

DATE: Wed., Nov. 5
TIME: 6:30 - 9:30 p.m.
PLACE: College Centre Rm. 4
FEE: \$10.00
SESSIONS: 1

Most women experience emotional and physiological changes premenstrually as part of their monthly cycle. A significant number of women find that these symptoms interfere with their daily lives or with their relationships. A holistic approach to alleviating the symptoms, or the problems they create, includes: nutrition, vitamin mineral supplementation, use of herbs, deep relaxation, exercise, visualization, communication skills. This workshop is suitable as an in-depth follow-up to previous PMS workshops or as an introduction to PMS self-help treatment.
INSTRUCTORS: Deborah Buri & Elizabeth Gawiuk



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Some fitness programs are now designed to incorporate fitness levels. In this way, we hopefully can provide a program that will suit the needs of most individuals. Choose wisely. Don't over-estimate your abilities!

PLEASE NOTE: IT IS IMPORTANT TO WEAR GOOD RUNNERS AND COMFORTABLE SHOES.

FITNESS LEVELS:

MILD: For those participants who are beginning a regular fitness program or just starting back after an injury, illness, etc. Simple low-resistance exercises to music with a maximum of 15 minutes of intermittent cardiovascular work. Exercise variety will be maximized while repetitions are minimized.

MODERATE: For those who participate in regular fitness activities. The number of repetitions increases and the exercises become more complex. The cardiovascular section is increased to a maximum of 20 minutes of exercise varying in intensity.

INTENSE: A real workout...a routine with more repetitions that will intensely work each muscle group. The cardiovascular section includes 20 - 25 minutes of sustained exercises.

EARLY BIRD WORKOUT -Moderate to Intense-

DATE: Mon., Wed. & Fri., Sept. 15 - Nov. 24
TIME: 7:00 - 8:00 a.m.
PLACE: Smithers Sen. Sec. Gym
FEE: \$45.00
SESSIONS: 30

Be fit, not Fat! An early morning workout composed of warm-up, aerobics, exercise circuits and cool-down. Workouts are designed to improve muscular strength and endurance and increase aerobic capacity. Fitness and fat levels will be tested as well as information on how to decrease your percent body fat. Sessions will progress to a more intense level. Change room facilities available. **Class limit 30. Pre-registration by Sept. 7 is essential.**
INSTRUCTOR: Irene Howard

MORN

GET FIT/KEEP FIT

DATE: Tues. & Thurs., Sept. 16 - Nov. 25
TIME: 6:40 - 8:00 p.m.
PLACE: Smithers Sen. Sec. Gym
FEE: \$35.00
SESSIONS: 20

For the out-of-shape and those who wish to maintain a general program of exercise to achieve personal fitness. Basic physiology and nutrition will be discussed at the first class. Specialized exercises and weight training added for those preparing for particular activities such as skiing. You can pace yourself in this course and make it as intense as you wish. **Class limit 50. Pre-registration by Sept. 9 is essential.**
INSTRUCTOR: Jim Tayler

EVEN



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WOMEN'S FITNESS - Mild to Moderate

DATE: Mon. & Wed., Sept. 15 - Nov. 24
TIME: 6:30 - 7:30 p.m.
PLACE: Walnut Park School Gym
FEE: \$35.00
SESSIONS: 20

A safe, progressive program to challenge the fit and not-so-fit. A variety of aerobics, some with less jumping, plus simple and fun dance routines choreographed to music. Modifications in exercises will be given to individuals who have back problems, bad knees, etc. **Class limit 35. Pre-registration by Sept. 8 is essential.**
INSTRUCTOR: Margaret Chudyk

EVEN

DANCEFIT - SMITHERS

DATE: Tues. & Thurs. Sept. 16 - Nov. 25
TIME: 7:30 - 8:30 p.m.
PLACE: Smithers Sen. Sec. Gym
FEE: \$35.00
SESSIONS: 20

Improve your co-ordination and agility. Become fit and trim! This exercise program will include vigorous aerobic dance routines, and exercises. Dance your way to fitness! **Class limit 45. Pre-registration by Sept. 9 is essential.**
INSTRUCTOR: TBA

EVEN

DANCEFIT - TELKWA

DATE: Mon. & Wed., Sept. 15 - Nov. 24
TIME: 4:00 - 5:00 p.m.
PLACE: Telkwa School Gym
FEE: \$35.00
SESSIONS: 20

Become fit and trim! This program will include vigorous aerobic dance routines and exercises. Dance your way to fitness. **Class limit 32. Pre-registration by Sept. 9 is essential.**

INSTRUCTOR: Cindy Stone

DAY

'QUICK' - CO-ED FITNESS

DATE: Tues. & Thurs., Oct. 7 - Dec. 16
TIME: 7:30 - 8:30 p.m.
PLACE: Round Lake Hall
FEE: \$35.00
SESSIONS: 20

Exercise to a beat! Safe, progressive and fun! Moderate to intense workout for men and women. **Class limit 25. Pre-registration by Oct. 1 is essential.**

INSTRUCTOR: Cindy Stone

EVEN

PRE AND POST NATAL EXERCISES

DATE: Tues. & Thurs., Sept. 16 - Nov. 25
TIME: 7:00 - 8:00 p.m.
PLACE: Lake Kathlyn School Gym
FEE: \$35.00
SESSIONS: 20

At no point in a woman's life is general fitness more important than during and after pregnancy and childbirth. This class is designed to help you maintain a normal level of fitness. It will include exercises for posture, relaxation and general fitness during pregnancy. **Class limit 25. Pre-registration by Sept. 9 is essential.**
INSTRUCTOR: Louise White

EVEN



- * NEW CLOTHING LINES
- * BIGGEST SELECTION EVER
- * BOOT FIT GUARANTEE
- * PRINCE GEORGE STORE

Rentals - Sales - Service 847-9333

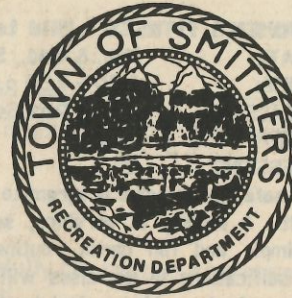
3704 South Alfred St. Smithers, B.C.

Open Daily 8:00 A.M.

NEW FOR 1987

TOWN OF SMITHERS

FALL RECREATION PROGRAMS 1986



REGISTRATION INFORMATION

REGISTRATION COMMENCES SATURDAY, SEPTEMBER 6, 9:00 a.m. - 1:00 p.m. in the Smithers Senior Secondary School. Late registrants may register at the town office between 8:30 a.m. and 4:00 p.m. the following week.

REGISTRATION POLICIES

1. Smithers residents and taxpayers will have first preference on all programs on Registration Day, Saturday, September 6.
2. Registration is on a first-come, first-served basis.
3. All classes have a maximum number of participants. When maximums are reached, names will be taken for a waiting list and every effort made to arrange additional classes.
4. Payment in full must be made at the time of registration (except if the participant is placed on a waiting list). Please make all cheques payable to TOWN OF SMITHERS.
5. **NO REFUNDS** will be granted unless a class is cancelled by the Recreation Department.
6. The Recreation Department reserves the right to cancel any course which does not meet the required minimum registration.
7. Classes will not be held on **statutory** holidays.
8. All programs and schedules are subject to changes in date, time and location.
9. In exceptional cases where a refund is granted, a \$10.00 administration fee will be charged.

RECREATION CO-ORDINATOR: Anita Marshall

FOR MORE INFORMATION on all courses, please feel free to call our Recreation Co-ordinator at the town office, 847-3251.

RECREATIONAL AND CULTURAL SERVICES COMMITTEE

Alderman, Harold Palmer
School Trustee, Bob Haslett
Barb Williams
Noreen Erlenbach

Bob Burt
Rix Graham
Moir McMillan
Whitney Numan

Your suggestions for future leisure activities are needed to help plan for our community. If you have any suggestions or ideas, please feel free to contact any of the above committee members or staff.

CLUBS DAY & RECREATION PROGRAMS REGISTRATION DAY



Come to Clubs Day! Here is your chance to find out more about the groups and clubs in our community. Over 30 clubs and sport groups will be there to provide you with information.

Registration for the Recreation Department Fall Programs will also take place at Clubs Day.

TIME: 9:00 a.m. - 1:00 p.m.

LOCATION: Smithers Secondary School Gym

DATE: Saturday, September 6, 1986

MAIL-IN REGISTRATIONS

If you are unable to be at Registration Day, you may mail in the Registration with the full payment. These registrations will only be accepted after the Recreation Program Registration Day.

Please make cheque or money order payable to: Town of Smithers
P.O. Box 879
Smithers, B.C.
V0J 2N0

Please do not mail cash.

MAIL-IN REGISTRATION FORM

Name _____

Street Address _____

Box Number _____ Home Phone _____

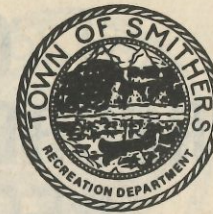
Business Phone _____

COURSES	NAME OF PARTICIPANT	AGE	TIME	DAYS	FEE

Total enclosed _____

'86 FALL RECREATION PROGRAMS

PRE-SCHOOL PROGRAMS



PRE-SCHOOL PROGRAM INFORMATION

Instructor: Sandi Middleton — Certified Pre-school Instructor
Location: Canadian Reformed Church Basement — 3626 - 15th Avenue

Pre-School Philosophy: The philosophy of the Pre-school programs is to give each child a fun-filled experience while he/she develops socially, mentally, physically and creatively. The object of these programs is to give each child a developmental learning experience to enrich his/her pre-school years.

Activities: Activities will include arts and crafts, songs, games, story time, snack time, active play and creative play.

Duty Day: All parents must sign up for one duty day to assist the instructor with preparations and clean-up.

Things to bring: Please send along with your child a snack, a smock and indoor footwear. If you have any old toys that you would like to get rid of, we would appreciate donations.

PROGRAMS

TEETER TOTS

Day: Tuesday
Time: 10:00 - 11:00 a.m.
Cost: \$19.00
Age: 2.5 - 3.5 years
Session: Sept. 16 - Nov. 18

RAINBOW PRE-SCHOOL

Day: Tuesday
Time: 1:15 - 2:45 p.m.
Cost: \$26.00
Age: 3 - 5 years
Session: Sept. 16 - Nov. 18

KIDS' KARPENTRY

Day: Thursday
Time: 10:00 - 11:30 a.m.
Cost: \$26.00
Age: 4 - 5 years
Session: Sept. 18 - Nov. 20

BUTTERFLY PRE-SCHOOL

Day: Thursday
Time: 1:15 - 2:45 p.m.
Cost: \$26.00
Age: 3 - 5 years
Session: Sept. 18 - Nov. 20



TWICE AS NICE

Day: Wednesday & Friday
Time: 10:00 - 11:30 a.m.
Cost: \$52.00
Age: 3 - 5 years
Session: Sept. 17 - Nov. 21

PRE-SCHOOLERS' HALLOWE'EN PARTY

Day: Friday, Oct. 31
Time: 1:30 - 2:30 p.m.
Cost: \$2.00
Age: 2 - 5 years
Location: Central Park Building

Join us for ghostly games and Hallowe'en fun! Wear your costume for an hour of special activities. Refreshments will be served.



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'86 FALL RECREATION PROGRAMS

YOUTH PROGRAMS

for Boys & Girls



BOUNCERCISE (6 - 8)

Day: Monday
Time: 3:15 - 4:00 p.m.
Cost: \$14.00
Age: 6 - 8 years
Session: Sept. 15 - Nov. 17
Location: Walnut Park School
Instructor: Margaret Chudyk

JAZZERCISE (9 - 12)

Day: Wednesday
Time: 4:00 - 4:45 p.m.
Cost: \$14.00
Age: 9 - 12 years
Session: Sept. 17 - Nov. 19
Location: Walnut Park School
Instructor: Angela Kraus

Fitness for the fun of it through aerobic dance & games.



FLOOR HOCKEY (6 - 8)

Day: Wednesday
Time: 3:15 - 4:00 p.m.
Cost: \$14.00
Age: 6 - 8 years
Session: Sept. 17 - Nov. 19
Location: Walnut Park School
Instructor: Doug Holmes

FLOOR HOCKEY (9 - 12)

Day: Monday
Time: 4:00 - 4:45 p.m.
Cost: \$14.00
Age: 9 - 12 years
Session: Sept. 15 - Nov. 17
Location: Walnut Park School
Instructor: Doug Holmes

Come out and learn how to play floor hockey. Focus will be on learning skills and playing games.



BABYSITTING COURSE

Day: Tuesday
Time: 3:30 - 4:30 p.m.
Cost: \$16.00
Age: 11 years & up
Session: Sept. 16 - Nov. 18
Location: Chandler Park School
Instructor: Sandi Middleton

This course will follow the Red Cross and the Canada Safety Council's babysitters' courses to train competent babysitters. It is designed for individuals who are interested in learning the how-tos of babysitting.

KIDS' CRAFT CLUB

Day: Wednesday
Time: 3:15 - 4:45 p.m.
Cost: \$25.00
Age: 6 - 10 years
Session: Sept. 17 - Nov. 19
Location: Canadian Reformed Church
Instructor: Sandi Middleton

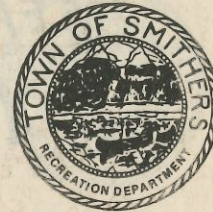
Kids — if you enjoy arts and crafts, this club is for you. Each class will have a new theme with a project taken home every week.

HAVE YOU PRE-REGISTERED?

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'86 FALL RECREATION PROGRAMS

AEROBICS



CO-ED AEROBICS (Intense)

Days: Mondays & Wednesdays
Time: 5:00 - 6:00 p.m.
Cost: \$36.00
Session: Sept. 15 - Nov. 19
Location: Walnut Park School
Instructor: Carol Ragon, Certified Instructor



CO-ED AEROBICS (Moderate)

Days: Tuesdays & Thursdays
Time: 5:00 - 6:00 p.m.
Cost: \$36.00
Session: Sept. 16 - Nov. 20
Location: Walnut Park School
Instructor: Wanda Gillespie, Certified Instructor

Our Co-ed Aerobic classes are a great way to get in shape and gain strength, flexibility and cardiovascular endurance. The 5 phases of each workout include: warm-up, pre-aerobic, aerobic, floor exercises and cool-down.

MOM'S AEROBICS (Moderate)

Days: Mondays, Wednesdays, Fridays
Time: 10:15 - 11:15 a.m.
Cost: \$45.00 — 3 days per week
\$35.00 — 2 days per week
Location: Elks Hall
Instructor: Wanda Gillespie, Certified Instructor

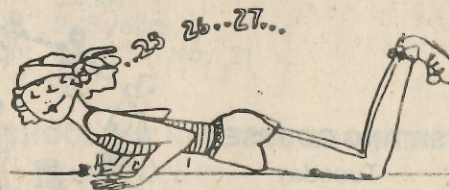
Babysitting: \$1.50 for 1st child,
.75 for each additional child

This class is called Mom's Aerobics because it offers the convenience of babysitting while the course is in session. You don't have to be a mom to take part in this class. The babysitting is optional and will be paid at the beginning of the class.

WOMEN'S AEROBICS (Moderate)

Days: Mondays, Wednesdays, Fridays
Time: 9:00 - 10:00 a.m.
Cost: \$45.00
Session: Sept. 15 - Nov. 21
Location: Elks Hall
Instructor: Margaret Chudyk, Certified Instructor

If you enjoy moving to music and simple routines and sequences, then this is the class for you. An hour of aerobics, fitness and fun!



SENIORS' AEROBICS (Mild)

Days: Mondays & Thursdays
Time: 7:30 - 8:15 p.m.
Cost: \$26.00
Session: Sept. 15 - Nov. 20
Location: Senior Citizens' Activity Centre
Instructor: Wanda Glass, Certified Instructor

Seniors, if you need a place to start or want to begin exercising again, register for this "lite" exercise program designed just for you! Mild aerobics, strength and flexibility are the fitness components covered.

'86 FALL RECREATION PROGRAMS

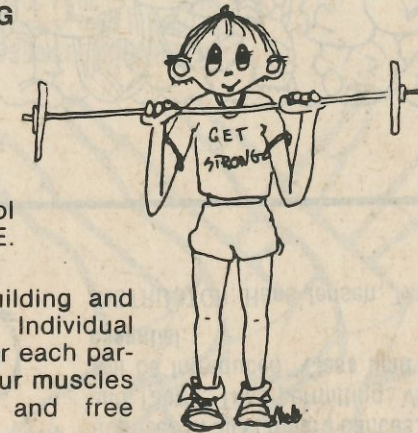
ADULT PROGRAMS



WOMEN'S WEIGHT TRAINING

Days: Mondays & Wednesdays
Time: 5:00 - 6:00 p.m.
Cost: \$36.00
Session: Sept. 15 - Nov. 19
Location: Smithers Secondary School
Instructor: Pat Pearce, B.P.E.
Class Limit: 15 participants

An introduction to body building and weight training for women. Individual programs will be designed for each participant. Tone and firm up your muscles using the universal gym and free weights.



HALLOWE'EN FIT BLITZ

Day: Thursday, Oct. 30
Time: 6:00 - 7:00 p.m.
Cost: \$3.00
Location: TBA
Instructor: TBA

Co-ed Aerobics class with some added fun! Prizes will be awarded for the best costumes, and refreshments will be served.

CO-ED VOLLEYBALL — ROOKY DIVISION

Days: Wednesdays
Time: 8:00 - 10:00 p.m.
Cost: \$15.00
Session: Sept. 17 - Nov. 19
Location: Chandler Park
Instructor: TBA

This class is for people who haven't had much experience playing volleyball. Teams will change on a weekly basis. Music and prizes are part of the fun!



CO-ED VOLLEYBALL — JOCK DIVISION

Days: Thursdays
Time: 8:00 - 10:00 p.m.
Cost: \$15.00
Session: Sept. 18 - Nov. 20
Location: Chandler Park
Instructor: Anita Marshall

This class is for people who have had some experience playing volleyball and want to play in a semi-competitive setting. Music and prizes are part of the fun!

NATIONAL THEORY COACHING LEVEL I

Days: Tuesdays
Time: 7:00 - 10:00 p.m.
Cost: \$20.00
Age: Oct. 7, 14, 21, 28
Location: Smithers Secondary School
Instructor: Mike Richey

This course is the first step in the National Coaching Certification Program. The major topics include the role of the coach, communication skills, teaching physical skills, how to plan a practice and learning the principles of effective teaching. A great leadership training for those who want to coach, are coaching, have coached, lead camps, etc.

